Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 3, 2012
Agenda Item - D

Title: Discussion and consideration of adoption of Resolution No. 2012-14 providing for the distribution of salary increases for Fiscal Year 2013 for non-collective bargaining positions.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: To discuss and consider the authorization to distribute budgeted productivity increases for fiscal year 2013. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). Salary increases for positions covered by a CBA will be addressed when the Union and District have agreed to a CBA which has been adopted by the Board.

Background: The Personnel Rules and Regulations, specifically section 3.12 indicates the following:

3.12 Salary Increases.

A. Productivity increases shall not be granted on an automatic basis but shall be granted upon the demonstrated quality of performance as promulgated by the Board and based on the availability of funding.

1. Exempt, classified, and term employees who are considered to be deserving as evidenced by average or above job performance, may be granted a productivity increase based on a productivity formula as approved by the Board, as may be determined periodically within the limits of the salary range after one (1) year from the date of:

a. re-hire or re-employment;
b. initial appointment;
c. the last productivity increase; or
d. promotion.

2. Any period of leave without pay in excess of thirty (30) calendar days shall not be credited as continuous service toward eligibility for a productivity increase.

3. Service in emergency, term, or temporary status, when followed without a break in service by probationary appointment to the same classification, will be credited toward eligibility for a productivity increase.

The current salary plan was created in 2007 by Personnel Systems and Services a company that provides Human Resources and Management Consulting. The plan was subsequently adopted by the Board on October 5, 2007. The pay plan was developed through a job classification and analysis, an evaluation of internal equity, and a market survey and analysis. Since its adoption, five (5) years have now transpired and the step plan has not been adjusted nor has a market survey and analysis been conducted to ascertain the market competitiveness of the NCRTD's compensation rates. Valid compensation practices stipulate an annual review of the salary plan and adjustment based upon survey data in order for organizations to remain competitive in their recruitment and retention of employees.

The initially adopted salary plan is a step plan that has positions assigned to grades which are related to a salary range (attached). The salary ranges have an approximate 40% spread from minimum to maximum pay. The spread in each step in each grade is approximately 3%. However in August of 2011 the Board established an increase of 1.5% for performance adjustments in FY12 and as a result the Board then adopted a new salary plan that had a spread between each step of approximately 1.5%.

Once the Board has approved an annual salary increase adjustment, each employee is eligible to receive a performance evaluation on their anniversary date and based upon a performance review the employee would be eligible for either a 0% or 1.5% "productivity" increase [(FY 2012) prior year increases were 3%] evidenced by average or above average performance. The current system does not allow for a performance increase differentiation for levels of performance that are "average, "above average" or "exceptional". The NCRTD's compensation plan is based upon performance and no cost-of-living increases have been awarded since its inception nor have any been recommended. For FY 13 the Executive Director has recommended 3% for productivity increases, which was incorporated into the budget which the Board adopted on June 1, 2012. This increase amount if adopted as part of the Compensation plan would be distributed upon the evaluation of the employee at their anniversary date. The Executive Director is also recommending that the District no longer utilize a step pay plan and revert to a minimum and maximum pay range.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2012-14 adopting the FY 2013 Compensation Plan for Non Collective Bargaining Positions and the recommendation of the Finance Sub Committee.

The Finance Subcommittee met on June 22, 2012 and recommended the following:

1. Adoption of Resolution No. 2012-14 establishing the distribution of a 3% productivity increase based upon performance applicable only to non-represented positions;
2. Adoption of a compensation plan that has minimum and maximum salary ranges (elimination of the existing step plan);
3. Authorization for the Executive Director to engage a third party service to conduct a market survey and analysis of the data to establish appropriate compensation ranges for positions in the District's classification plan for FY 13 and to report the results to the Finance Subcommittee and a subsequent recommendation to the Board in FY 13.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Amend the resolution and then take action to adopt.

Fiscal Impact: The FY 13 Budget contains sufficient funds for distribution of a 3% salary adjustment for all employees of the District.

Attachments:

- Resolution No. 2012-14
- FY 13 Compensation Plan (with addition of Custodian, Facilities Maintenance Specialist and Human Resources Assistant classifications and title changes for Executive Assistant/Human Resources Specialist to Executive Assistant and Financial Manager to Finance Manager)
- Resolutions No. 2011-06 and 2011-09

North Central Regional Transit District (NCRTD)

Resolution 2012-14

ADOPTION OF A COMPENSATION PLAN FOR FY 2013 FOR NON-COLLECTIVE BARGAINING POSITIONS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Board adopted by voice vote the 2007 compensation plan at its October 2007 Board meeting; and

WHEREAS, the NCRTD Personnel Policies Section 3.8 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD Board has approved the FY 2013 Budget which provides funding for a 3% productivity increase for non-collective bargaining employees in concert with the Districts adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2013 COMPENSATION PLAN FOR ALL NCRTD POSITIONS IS APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBIT "A" FOR FISCAL YEAR 2013 ON THIS 3RD DAY OF AUGUST 2012.

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Daniel Barrone, Chair

Approved as to form:

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Peter Dwyer, Counsel

NCRTD Compensation Plan Fiscal Year 2013
Job Class Order

Position	Grade	Minimum	Maximum	Exempt / Non Exempt
Custodian	7	$23,441	$33,420	NON EXEMPT
Driver	8	$25,249	$35,999	NON EXEMPT
Dispatcher	9	$27,197	$38,776	NON EXEMPT
Facilities Maintenance Specialist	11	$31,555	$44,990	NON EXEMPT
Route Supervisor	12	$33,990	$48,462	NON EXEMPT
Financial Specialist	12	$33,990	$48,462	NON EXEMPT
Fleet Manager	12	$33,990	$48,462	EXEMPT
Operations Analyst	12	$33,990	$48,462	NON EXEMPT
Executive Assistant	13	$36,612	$52,200	NON EXEMPT
Public Information Officer	14	$39,436	$56,226	EXEMPT
Human Resources Assistant	16	$45,756	$65,237	EXEMPT
Financial Analyst	16	$45,756	$65,237	NON EXEMPT
Service Development and Projects Manager	18	$54,953	$78,350	EXEMPT*
Finance Manager	18	$54,953	$79,350	EXEMPT*
Transit Operations and Maintenance Mgr.	18	$54,953	$78,350	EXEMPT*
Transit Projects Manager	20	$66,009	$94,113	EXEMPT*
At will				

North Central Regional Transit District (NCRTD)

Resolution 2011-06

ADOPTION OF THE PAY PLAN FOR FY 2012

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the Governing body in and for the NCRTD adopted by voice vote the 2007 pay plan at its October 2007 Board meeting; and

WHEREAS, the 2007 adopted pay plan continues to be the current pay plan and has not been modified or amended; and

WHEREAS, the NCRTD Personnel Policies section 3.8 requires that the pay plan be adopted by resolution; and

WHEREAS, the NCRTD Finance sub-committee has reviewed the pay plan at its June 24th meeting, and recommends for adoption.

NOW THEREFORE BE IT RESLOVED THAT THE ATTACHED FISCAL YEAR 2012 PAY PLAN WAS PASSED, APPROVED AND ADOPTED THIS 5TH DAY OF AUGUST 2011.

Rosemary Romero, Chair

Approved as to form:

Peter Dwyer, Counsel

North Central Regional Transit District (NCRTD)

Resolution 2011-09

ADOPTION OF AN AMENDED PAY PLAN FOR FY 2012
(FIRST ADOPTED AS RESOLUTION 2011-06
ON AUGUST 5TH, 2011)

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Board adopted by voice vote the 2007 pay plan at its October 2007 Board meeting; and

WHEREAS, the NCRTD Personnel Policies Section 3.8 requires that the pay plan be adopted by resolution; and

WHEREAS, the NCRTD Board at its August 5, 2011 meeting approved Resolution 2011-06, adopting a pay plan for FY 2012; and

WHEREAS, the NCRTD Board has approved a "productivity increase" for FY 2012 which necessitates the modification of the pay plan to realign steps into 1.5% increments.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2012 PAY PLAN IS APPROVED AND ADOPTED AS AMENDED AND ATTACHED HERETO AS EXHIBIT "A" FOR FISCAL YEAR 2012 ON THIS 4TH DAY OF NOVEMBER 2011.

Rosemary Romero

Rosemary Romero, Chair

Approved as to form:

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

REVISED PAY PLAN FOR FISCAL YEAR 2012

Exhibit "A"

Board Approved on November , 2011

Grade	Job Title		Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	FLSA Status
		Annual	$23,441.60	$23,795.20	$24,148.80	$24,502.40	$24,876.80	$25,251.20	$25,625.60	$26,000.00	$26,395.20	$26,790.40	$27,185.60	$27,601.60	
7		Bi-Weekly	$901.60	$915.20	$926.60	$942.40	$956.80	$971.20	$985.80	$1,000.00	$1,015.20	$1,030.40	$1,045.60	$1,081.60	
		Hourly	$11.27	$11.44	$11.61	$11.78	$11.98	$12.14	$12.32	$12.50	$12.69	$12.88	$13.07	$13.27	
		Annual	$25,251.20	$25,625.60	$26,000.00	$26,395.20	$26,790.40	$27,185.60	$27,601.60	$28,017.60	$28,433.60	$28,870.40	$29,307.20	$29,744.00	
8	Driver	Bi-Weekly	$971.20	$985.60	$1,000.00	$1,015.20	$1,030.40	$1,045.60	$1,061.60	$1,077.60	$1,093.60	$1,110.40	$1,127.20	$1,144.00	Non-Exempt
		Hourly	$12.14	$12.32	$12.50	$12.69	$12.86	$13.07	$13.27	$13.47	$13.67	$13.88	$14.09	$14.30	
		Annual	$27,206.40	$27,622.40	$28,038.40	$28,454.40	$28,891.20	$29,328.00	$29,764.80	$30,201.60	$30,659.20	$31,116.80	$31,574.40	$32,052.80	
9	Dispatcher	Bi-Weekly	$1,046.40	$1,062.40	$1,076.40	$1,094.40	$1,111.20	$1,126.00	$1,144.80	$1,161.60	$1,179.20	$1,196.80	$1,214.40	$1,232.80	Non-Exempt
		Hourly	$13.08	$13.28	$13.48	$13.68	$13.89	$14.10	$14.31	$14.52	$14.74	$14.98	$15.18	$15.41	
		Annual	$29,286.40	$29,723.20	$30,160.00	$30,617.60	$31,075.20	$31,532.80	$32,011.20	$32,489.60	$32,968.00	$33,487.20	$33,966.40	$34,465.60	
10		Bi-Weekly	$1,126.40	$1,143.20	$1,160.00	$1,177.60	$1,195.20	$1,212.80	$1,231.20	$1,249.60	$1,268.00	$1,287.20	$1,308.40	$1,325.60	
		Hourly	$14.08	$14.29	$14.50	$14.72	$14.94	$15.16	$15.39	$15.62	$15.85	$16.09	$16.33	$16.57	
		Annual	$31,553.60	$32,032.00	$32,510.40	$32,986.80	$33,486.00	$33,967.20	$34,507.20	$35,027.20	$35,547.20	$36,088.00	$36,628.80	$37,169.60	
11		Bi-Weekly	$1,213.60	$1,232.00	$1,250.40	$1,268.60	$1,288.00	$1,307.20	$1,327.20	$1,347.20	$1,367.20	$1,388.00	$1,408.80	$1,429.60	
		Hourly	$15.17	$15.40	$15.63	$15.86	$16.10	$16.34	$16.59	$16.84	$17.09	$17.35	$17.61	$17.87	
	Route Supervisor	Annual	$33,987.20	$34,507.20	$35,027.20	$35,547.20	$36,088.00	$36,628.80	$37,169.60	$37,731.20	$38,292.80	$38,875.20	$39,457.60	$40,040.00	Non-Exempt
12	Financial Specialist	Bi-Weekly	$1,307.20	$1,327.20	$1,347.20	$1,367.20	$1,388.00	$1,408.80	$1,429.60	$1,451.20	$1,472.80	$1,495.20	$1,517.60	$1,540.00	Non-Exempt
	Operations Analyst	Hourly	$16.34	$16.59	$16.84	$17.09	$17.35	$17.61	$17.87	$18.14	$18.41	$18.69	$18.97	$19.25	Non-Exempt
		Annual	$33,987.20	$34,507.20	$35,027.20	$35,547.20	$36,088.00	$36,628.80	$37,169.60	$37,731.20	$38,292.80	$38,875.20	$39,457.60	$40,040.00	
12	Fleet Manager	Bi-Weekly	$1,307.20	$1,327.20	$1,347.20	$1,367.20	$1,388.00	$1,408.80	$1,429.60	$1,451.20	$1,472.80	$1,495.20	$1,517.60	$1,540.00	Exempt
		Hourly	$16.34	$16.59	$16.84	$17.09	$17.35	$17.61	$17.87	$18.14	$18.41	$18.69	$18.97	$19.25	
		Annual	$36,608.00	$37,148.80	$37,710.40	$38,272.00	$38,854.40	$39,436.80	$40,019.20	$40,622.40	$41,225.60	$41,849.60	$42,473.60	$43,118.40	
13	Executive Asst/HR Spec	Bi-Weekly	$1,408.00	$1,428.80	$1,450.40	$1,472.00	$1,494.40	$1,516.80	$1,539.20	$1,562.40	$1,585.60	$1,609.60	$1,633.60	$1,658.40	Non-Exempt
		Hourly	$17.60	$17.86	$18.13	$18.40	$18.68	$18.96	$19.24	$19.53	$19.82	$20.12	$20.42	$20.73	
		Annual	$39,436.80	$40,019.20	$40,622.40	$41,225.60	$41,849.60	$42,473.60	$43,118.40	$43,763.20	$44,428.80	$45,094.40	$45,780.80	$46,487.20	
14	Public Information Officer	Bi-Weekly	$1,516.80	$1,539.20	$1,562.40	$1,585.60	$1,609.60	$1,633.60	$1,658.40	$1,683.20	$1,708.80	$1,734.40	$1,760.80	$1,787.20	Exempt
		Hourly	$18.96	$19.24	$19.53	$19.82	$20.12	$20.42	$20.73	$21.04	$21.36	$21.68	$22.01	$22.34	
		Annual	$42,473.60	$43,116.40	$43,763.20	$44,428.80	$45,094.40	$45,780.80	$46,487.20	$47,174.40	$47,881.60	$48,609.60	$49,337.60	$50,086.40	
15		Bi-Weekly	$1,633.60	$1,658.40	$1,683.20	$1,708.80	$1,734.40	$1,760.80	$1,787.20	$1,814.40	$1,841.60	$1,869.60	$1,897.60	$1,928.40	
		Hourly	$20.42	$20.73	$21.04	$21.36	$21.68	$22.01	$22.34	$22.68	$23.02	$23.37	$23.72	$24.08	
		Annual	$45,760.00	$46,446.40	$47,132.80	$47,840.00	$48,568.00	$49,296.00	$50,044.80	$50,793.60	$51,563.20	$52,332.80	$53,123.20	$53,913.60	
16	Financial Analyst	Bi-Weekly	$1,760.00	$1,786.40	$1,812.80	$1,840.00	$1,868.00	$1,896.00	$1,924.80	$1,953.60	$1,983.20	$2,012.80	$2,043.20	$2,073.60	Non-Exempt
		Hourly	$22.00	$22.33	$22.66	$23.00	$23.35	$23.70	$24.06	$24.42	$24.79	$25.16	$25.54	$25.92	
		Annual	$50,148.80	$50,897.60	$51,667.20	$52,436.80	$53,227.20	$54,017.60	$54,828.80	$55,660.80	$56,492.80	$57,345.60	$58,198.40	$59,072.00	
17		Bi-Weekly	$1,926.80	$1,957.60	$1,987.20	$2,016.80	$2,047.20	$2,077.60	$2,108.80	$2,140.80	$2,172.80	$2,205.60	$2,238.40	$2,272.00	
		Hourly	$24.11	$24.47	$24.84	$25.21	$25.59	$25.97	$26.36	$26.76	$27.16	$27.57	$27.98	$28.40	
	Service Development Mgr	Annual	$54,953.60	$55,785.60	$56,617.60	$57,470.40	$58,323.20	$59,196.80	$60,091.20	$60,985.60	$61,900.80	$62,836.80	$63,772.80	$64,729.60	Exempt
18	Financial Manager	Bi-Weekly	$2,113.60	$2,145.60	$2,177.60	$2,210.40	$2,243.20	$2,276.80	$2,311.20	$2,345.60	$2,380.80	$2,418.80	$2,452.80	$2,489.60	Exempt
	Regional Operations Mgr	Hourly	$26.42	$26.82	$27.22	$27.63	$28.04	$28.46	$28.89	$29.32	$29.76	$30.21	$30.66	$31.12	Exempt
		Annual	$60,236.80	$61,131.20	$62,046.40	$62,982.40	$63,918.40	$64,875.20	$65,852.80	$66,830.40	$67,828.80	$68,848.00	$69,888.00	$70,928.00	
19		Bi-Weekly	$2,316.80	$2,351.20	$2,386.40	$2,422.40	$2,458.40	$2,495.20	$2,532.80	$2,570.40	$2,608.80	$2,648.00	$2,688.00	$2,728.00	
		Hourly	$28.96	$29.39	$29.83	$30.28	$30.73	$31.19	$31.66	$32.13	$32.61	$33.10	$33.60	$34.10	
		Annual	$66,019.20	$67,017.60	$68,016.00	$69,035.20	$70,075.20	$71,136.00	$72,196.80	$73,278.40	$74,380.80	$75,504.00	$76,627.20	$77,771.20	
20	Transit Projects Manager	Bi-Weekly	$2,539.20	$2,577.60	$2,616.00	$2,655.20	$2,695.20	$2,736.00	$2,776.80	$2,818.40	$2,880.80	$2,904.00	$2,947.20	$2,991.20	Exempt
		Hourly	$31.74	$32.22	$32.70	$33.19	$33.69	$34.20	$34.71	$35.23	$35.76	$36.30	$36.84	$37.39	
		Annual	$72,342.40	$73,424.00	$74,526.40	$75,649.60	$76,793.60	$77,937.60	$79,102.40	$80,286.00	$81,494.40	$82,721.60	$83,969.60	$85,238.40	
21		Bi-Weekly	$2,782.40	$2,824.00	$2,866.40	$2,909.60	$2,953.60	$2,997.60	$3,042.40	$3,088.00	$3,134.40	$3,181.60	$3,229.60	$3,276.40	
		Hourly	$34.78	$35.30	$35.83	$36.37	$36.92	$37.47	$38.03	$38.60	$39.18	$39.77	$40.37	$40.98	

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

PAY PLAN FOR FISCAL YEAR 2012

Exhibit "A" page

Grade	Job Title		Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Maximum	FLSA Status
		Annual	$28,017.60	$28,433.60	$28,870.40	$29,307.20	$29,744.00	$30,180.80	$30,638.40	$31,096.00	$31,553.60	$32,032.00	$32,510.40	$32,988.80	
7		Bi-Weekly	$1,077.60	$1,093.60	$1,110.40	$1,127.20	$1,144.00	$1,160.80	$1,178.40	$1,196.00	$1,213.60	$1,232.00	$1,250.40	$1,268.80	
		Hourly	$13.47	$13.67	$13.88	$14.09	$14.30	$14.51	$14.73	$14.95	$15.17	$15.40	$15.63	$15.86	
		Annual	$30,180.80	$30,638.40	$31,096.00	$31,553.60	$32,032.00	$32,510.40	$32,988.80	$33,488.00	$33,987.20	$34,507.20	$35,027.20	$35,547.20	
8	Driver	Bi-Weekly	$1,160.80	$1,178.40	$1,196.00	$1,213.60	$1,232.00	$1,250.40	$1,268.80	$1,288.00	$1,307.20	$1,327.20	$1,347.20	$1,367.20	Non-Exempt
		Hourly	$14.51	$14.73	$14.95	$15.17	$15.40	$15.63	$15.86	$16.10	$16.34	$16.59	$16.84	$17.09	
		Annual	$32,531.20	$33,009.60	$33,508.80	$34,008.00	$34,528.00	$35,048.00	$35,568.00	$36,108.80	$36,649.60	$37,190.40	$37,752.00	$38,313.60	
9	Dispatcher	Bi-Weekly	$1,251.20	$1,269.60	$1,288.80	$1,308.00	$1,328.00	$1,348.00	$1,368.00	$1,388.80	$1,409.60	$1,430.40	$1,452.00	$1,473.60	Non-Exempt
		Hourly	$15.64	$15.87	$16.11	$16.35	$16.60	$16.85	$17.10	$17.36	$17.62	$17.88	$18.15	$18.42	
		Annual	$34,985.60	$35,505.60	$36,046.40	$36,587.20	$37,128.00	$37,689.60	$38,251.20	$38,833.60	$39,416.00	$39,998.40	$40,601.60	$41,204.80	
10		Bi-Weekly	$1,345.60	$1,365.60	$1,386.40	$1,407.20	$1,428.00	$1,449.60	$1,471.20	$1,493.60	$1,516.00	$1,538.40	$1,561.60	$1,584.80	
		Hourly	$16.82	$17.07	$17.33	$17.59	$17.85	$18.12	$18.39	$18.67	$18.95	$19.23	$19.52	$19.81	
		Annual	$37,731.20	$38,292.80	$38,875.20	$39,457.60	$40,040.00	$40,643.20	$41,246.40	$41,870.40	$42,494.40	$43,139.20	$43,784.00	$44,449.60	
11		Bi-Weekly	$1,451.20	$1,472.80	$1,495.20	$1,517.60	$1,540.00	$1,563.20	$1,586.40	$1,610.40	$1,634.40	$1,659.20	$1,684.00	$1,709.60	
		Hourly	$18.14	$18.41	$18.69	$18.97	$19.25	$19.54	$19.83	$20.13	$20.43	$20.74	$21.05	$21.37	
	Route Supervisor	Annual	$40,643.20	$41,246.40	$41,870.40	$42,494.40	$43,139.20	$43,784.00	$44,449.60	$45,115.20	$45,801.60	$46,488.00	$47,195.20	$47,902.40	Non-Exempt
12	Financial Specialist	Bi-Weekly	$1,563.20	$1,586.40	$1,610.40	$1,634.40	$1,659.20	$1,684.00	$1,709.60	$1,735.20	$1,761.60	$1,788.00	$1,815.20	$1,842.40	Non-Exempt
	Operations Analyst	Hourly	$19.54	$19.83	$20.13	$20.43	$20.74	$21.05	$21.37	$21.69	$22.02	$22.35	$22.69	$23.03	Non-Exempt
		Annual	$40,643.20	$41,246.40	$41,870.40	$42,494.40	$43,139.20	$43,784.00	$44,449.60	$45,115.20	$45,801.60	$46,488.00	$47,195.20	$47,902.40	
12	Fleet Manager	Bi-Weekly	$1,563.20	$1,586.40	$1,610.40	$1,634.40	$1,659.20	$1,684.00	$1,709.60	$1,735.20	$1,761.60	$1,788.00	$1,815.20	$1,842.40	Exempt
		Hourly	$19.54	$19.83	$20.13	$20.43	$20.74	$21.05	$21.37	$21.69	$22.02	$22.35	$22.69	$23.03	
		Annual	$43,763.20	$44,428.80	$45,094.40	$45,780.80	$46,467.20	$47,174.40	$47,881.60	$48,609.60	$49,337.60	$50,086.40	$50,835.20	$51,604.80	
13	Executive Asst/HR Spec	Bi-Weekly	$1,683.20	$1,708.80	$1,734.40	$1,760.80	$1,787.20	$1,814.40	$1,841.60	$1,869.60	$1,897.60	$1,928.40	$1,955.20	$1,984.80	Non-Exempt
		Hourly	$21.04	$21.36	$21.68	$22.01	$22.34	$22.68	$23.02	$23.37	$23.72	$24.08	$24.44	$24.81	
		Annual	$47,174.40	$47,881.60	$48,609.60	$49,337.60	$50,086.40	$50,835.20	$51,604.80	$52,374.40	$53,164.80	$53,955.20	$54,766.40	$55,577.60	
14	Public Information Officer	Bi-Weekly	$1,814.40	$1,841.60	$1,869.60	$1,897.60	$1,926.40	$1,955.20	$1,984.80	$2,014.40	$2,044.80	$2,075.20	$2,106.40	$2,137.60	Exempt
		Hourly	$22.68	$23.02	$23.37	$23.72	$24.08	$24.44	$24.81	$25.18	$25.56	$25.94	$26.33	$26.72	
		Annual	$50,835.20	$51,604.80	$52,374.40	$53,164.80	$53,955.20	$54,766.40	$55,577.60	$56,409.60	$57,262.40	$58,115.20	$58,988.80	$59,883.20	
15		Bi-Weekly	$1,955.20	$1,984.80	$2,014.40	$2,044.80	$2,076.20	$2,106.40	$2,137.60	$2,169.60	$2,202.40	$2,235.20	$2,268.80	$2,303.20	
		Hourly	$24.44	$24.81	$25.18	$25.56	$25.94	$26.33	$26.72	$27.12	$27.53	$27.94	$28.38	$28.79	
		Annual	$54,724.80	$55,536.00	$56,368.00	$57,220.80	$58,073.60	$58,947.20	$59,841.60	$60,736.00	$61,651.20	$62,566.40	$63,502.40	$64,459.20	
16	Financial Analyst	Bi-Weekly	$2,104.80	$2,136.00	$2,168.00	$2,200.80	$2,233.80	$2,267.20	$2,301.60	$2,336.00	$2,371.20	$2,406.40	$2,442.40	$2,479.20	Non-Exempt
		Hourly	$26.31	$26.70	$27.10	$27.51	$27.92	$28.34	$28.77	$29.20	$29.64	$30.08	$30.53	$30.99	
		Annual	$59,968.40	$60,860.80	$61,778.00	$62,712.00	$63,648.00	$64,604.80	$65,582.40	$66,560.00	$67,558.40	$68,577.60	$69,596.80	$70,636.80	
17		Bi-Weekly	$2,306.40	$2,340.80	$2,376.00	$2,412.00	$2,448.00	$2,484.80	$2,522.40	$2,560.00	$2,598.40	$2,637.60	$2,678.80	$2,716.80	
		Hourly	$28.83	$29.26	$29.70	$30.15	$30.60	$31.06	$31.53	$32.00	$32.48	$32.97	$33.46	$33.96	
	Service Development Mgr	Annual	$65,707.20	$66,684.80	$67,683.20	$68,702.40	$69,742.40	$70,782.40	$71,843.20	$72,924.80	$74,027.20	$75,129.60	$76,252.80	$77,396.80	Exempt
18	Financial Manager	Bi-Weekly	$2,527.20	$2,564.80	$2,603.20	$2,642.40	$2,682.40	$2,722.40	$2,783.20	$2,804.80	$2,847.20	$2,889.60	$2,932.80	$2,976.80	Exempt
	Regional Operations Mgr	Hourly	$31.59	$32.06	$32.54	$33.03	$33.53	$34.03	$34.54	$35.06	$35.59	$36.12	$36.66	$37.21	Exempt
		Annual	$71,988.80	$73,070.40	$74,172.80	$75,275.20	$76,398.40	$77,542.40	$78,707.20	$79,892.80	$81,099.20	$82,305.60	$83,532.80	$84,780.80	
19		Bi-Weekly	$2,768.80	$2,810.40	$2,852.80	$2,895.20	$2,938.40	$2,982.40	$3,027.20	$3,072.80	$3,119.20	$3,165.60	$3,212.80	$3,260.80	
		Hourly	$34.61	$35.13	$35.66	$36.19	$36.73	$37.28	$37.84	$38.41	$38.99	$39.57	$40.16	$40.76	
		Annual	$78,936.00	$80,121.60	$81,328.00	$82,555.20	$83,803.20	$85,051.20	$86,320.00	$87,609.60	$88,920.00	$90,251.20	$91,603.20	$92,976.00	
20	Transit Projects Manager	Bi-Weekly	$3,038.00	$3,081.60	$3,128.00	$3,175.20	$3,223.20	$3,271.20	$3,320.00	$3,369.60	$3,420.00	$3,471.20	$3,523.20	$3,576.00	Exempt
		Hourly	$37.95	$38.52	$39.10	$39.69	$40.29	$40.89	$41.50	$42.12	$42.75	$43.39	$44.04	$44.70	
		Annual	$86,507.20	$87,796.80	$89,107.20	$90,438.40	$91,790.40	$93,163.20	$94,556.80	$95,971.20	$97,406.40	$98,862.40	$100,339.20	$101,836.80	
21		Bi-Weekly	$3,327.20	$3,376.80	$3,427.20	$3,478.40	$3,530.40	$3,583.20	$3,636.80	$3,691.20	$3,746.40	$3,802.40	$3,859.20	$3,916.80	
		Hourly	$41.59	$42.21	$42.84	$43.48	$44.13	$44.79	$45.46	$46.14	$46.83	$47.53	$48.24	$48.96	

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date:

Agenda Item - E

Title: Revised Charter Service Policy Resolution No. 2012-18

Prepared By: Mike Kelly, Transit Operations and Maintenance Manager

Summary: The proposed resolution rescinds, the existing Charter Service Policy for the NCRTD. It also adopts provisions that allow for the providing of special services for the promotion of NCRTD's mission and transportation for government officials.

Background: On August 5, 2011, the NCRTD Board of Directors approved Resolution 2011-08; Directing the North Central Regional Transit District (NCRTD) to Seek a Warrant with the New Mexico Public Regulation Commission for the Purpose of Providing Charter Service in the Boundaries of the NCRTD.. This resolution allowed the NCRTD to provide charter service to various entities special non-route transportation. When charter service is currently provided NCRTD utilizes non-FTA funded vehicles to provide the charter service. Currently, NCRTD has six (6) non- FTA funded vehicles that are mainly used for route service but are used on rare occasions for charter.

On Julyt 30, 2012, the NCRTD commenced operations from the JimWest Transit Facility that was mainly funded via federal ARRA and FTA funds. The federal government does not allow non- FTA funded vehicles used in charter service to be housed or maintained in federally funded facilities.

Under the rulings of the FTA, all buses and vans operated by the NCRTD, either locally or federally funded are deemed as charter vehicles. This puts our status with the FTA as a grant

recipient at risk. Rather than find, rent or purchase separate facilities to house six (6) non-funded vehicles, it is expedient to rescind the charter policy. NCRTD would then be able to house and maintain vehicles that are non-federally funded and are normally used in regular route service and/or demand response.

NCRTD would still have the ability provide additional or special transportation service for government officials, 501 (c) 3 type organizations, or for a significant number of handicapped passengers as *excepted* in the regulations. These types of trips would be few and provided at the NCRTD's expense. The budgetary impact would is anticipated to be less than $5000.00 per year.

The Federal Legislation reads as follows: "Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. *Grantees are allowed to operate community based charter services excepted under the regulations."* according to 49 CFR Part 604, "Charter Service"; and Final Rule; Federal Register, January 14, 2008, 49 CFR Part 18, "Uniform Administrative."

Recommended Action: It is recommended that the Board adopt Resolution No. 2012-18 adopting a revised Charter Service Policy.

Options/Alternatives:

- Take no action and risk grant recipient status, (not recommended)
- Adopt the resolution, (recommended)

Fiscal Impact: Estimated at less than $5,000.00

Attachments: Revised Charter Service Policy

North Central Regional Transit District (NCRTD)

Resolution 2012-18

RESOLUTION No. 2012-18 ADOPTING A REVISED CHARTER SERVICE POLICY AND RESCINDING RESOLUTION 2011-08 DIRECTING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD) TO SEEK A WARRANT WITH THE NEW MEXICO PUBLIC REGULATION COMMISSION FOR THE PURPOSE OF PROVIDING CHARTER SERVICE IN THE BOUNDRIES OF THE NCRTD.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, The Board recognizes by having a charter policy that provides for charter service for government officials and entities, 501 (c) 3 type organizations and for significant number of handicapped passengers as funded in the budget is a beneficial service it desires to provide ; and

WHEREAS, Owning non-federally funded vehicles and storing and maintaining said vehicles at a federally funded facility may cause issues for compliance with federal regulations; and

WHEREAS, the NCRTD does not wish to jeopardize its grant recipient status with the Federal Transit Administration.

NOW THEREFORE BE IT RESOLVED THAT The Board rescinds Resolution No. 2011-08 the Existing Charter Service Policy and adopts Resolution No. 2012-18 a Revised Charter Service Policy attached hereto as Exhibit "A."

ON THIS 3rd DAY OF AUGUST 2012.

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
CHARTER POLICY

I. NCRTD Charter Policy

In accordance with federal regulations, 49 CFR Part 604.5, NCRTD will only provide charter service to entities or organizations that are listed as exceptions to "Charter Service:" for government agencies and officials, for Member entities of the NCRTD, for 501 (c) 3 type organizations, or for a significant number of handicapped passengers.

a. Availability of Charter Service

Given NCRTD's peak transit service requirements, NCRTD will generally only charter vehicles in off-peak hours of operation (weekdays 9:00 a.m. to 3:00 p.m. and 6:00 p.m. to 12:00 a.m., or Saturdays, or Sundays).

The origin and destination of all chartered trips must be within the boundaries of the North Central Regional Transit District.

b. Eligibility of Charter Service

A party requesting charter service must demonstrate eligibility, to do so under this policy. Eligibility shall be demonstrated by providing NCRTD with a written application for charter service which shall identify the specific service need, the hours and locations of the services and all other qualification required under 49 CFR Part 604.5.

All parties chartering NCRTD vehicles will be required to provide the NCRTD with insurance coverage, indemnification and other financial assurances as may be reasonably required by the NCRTD to ensure that it does not incur increased costs or liabilities from the operation of the charter service.

c. Capacity - Seating

The seating capacity of NCRTD vehicles range from 12 to 40 passengers. In compliance with the Americans With Disabilities Act (ADA), NCRTD is able to provide wheel-chair equipped vehicles. NCRTD vehicles can accommodate and lock in one or two wheel-chairs. If either of the wheel chair locks are used, (4) seats will be required in order to accommodate the wheel chair use.

d. Hourly Rate

The hourly rate charged for charter service will be determined by the Transit Operations and Maintenance Manager, in consultation with the Financial

Manager, and recommended by the Executive Director for the Boards approval. Annually the rate schedule will be evaluated and modified if warranted and submitted to the Board for approval. Rates will be established for 12, 18, 24, 32 and 44 passenger buses. Hourly rates shall be calculated in such a manner to ensure compliance with the NCRTD's Intergovernmental Contract and Bylaws.

The cost of all entrance charges and parking expenses shall be added as separate charges to the rate. NCRTD reserves the right to pass on to the chartering party any fees incurred.

e. Payments

Upon approval of charter service, an authorized agent of the chartering party will be required to sign a Charter Service Agreement which will list the initial cost estimate. Incidental costs (as described above) may be added after the service has been provided. 100% of the initial cost estimate is required when the Charter Service Agreement is signed. If need be, the price estimate will be adjusted at the conclusion of the service and the chartering party will be invoiced for the balance.

f. Cancellations

Should the chartering party have need to cancel the charter service, a 48 hour notice is required. Considerations for inclement weather may require a shorter notice.

g. Time - Computation

The number of hours of charter service will be calculated from the time the chartered vehicle leaves the dispatching point on route to the chartering party's requested point of origin to the time it returns to an NCRTD garage or the point where the vehicle engages in another service.

h. Service Standards

1) NCRTD endeavors to maintain the time of arrival at points of destination but does not guarantee to arrive at or depart from any point at a specific time.
2) NCRTD may incur delays caused by accidents, breakdowns, road conditions, storms and other circumstances beyond its control.
3) NCRTD assigns qualified operators that have been instructed to drive at a speed within limits prescribed by law, and compatible with safe operations.
4) NCRTD does not accept responsibility for personal property when

left on the vehicle by passengers when disembarking.

5) General services standards shall be the same as those maintained for other comparable NCRTD services.

i. Operator Assignments

NCRTD reserves the right to assign bus operators to a specific job at all times, and to substitute or replace operators without notice. Wherever possible, requests for specific bus operators will be honored, but cannot be guaranteed.

j. Equipment - Vehicles

Wherever possible, requests for specific vehicles will be honored, but cannot be guaranteed. Equipment furnished by NCRTD is thoroughly inspected before assigned to ensure uninterrupted operation. Should mechanical failure of equipment make it necessary for the replacement of a vehicle originally assigned to the service, the replacement vehicle may be of a different type. Every effort shall be made by NCRTD to provide equipment as similar to the original as possible.

All costs of repairing damage to vehicles resulting from acts of members of the chartering party shall be charged to the chartering party.

k. Baggage

Baggage will not be checked. Only hand baggage or property in custody of the passengers on the bus will be carried. The amount of such baggage or property carried shall be limited in the amount, weight, and size to the available safe capacity of, or space available on, the vehicle. Any such article that creates, in the opinion of the operator of the vehicle or other NCRTD employee, a hazardous condition or is likely to damage the vehicle will not be transported. Flammable or other dangerous substances or articles shall not be brought on board the vehicle

l. Passenger Guidelines

General passenger and service restriction imposed by other policies of the NCRTD shall apply to charter services including, but not limited to restriction on smoking, passenger conduct, firearms, alcohol, and all restrictions expressly posted on the vehicles.

II. Vehicle Operation

During charter service NCRTD Operators must be in uniform at all times and

must abide by all rules of regular service operation.

III. Employee Requests

Employees of NCRTD requesting charter service will need to go through the same application process described above. The party on whose behalf the NCRTD employee is acting will need to meet the same standards as all applicants. The chartering party will be charged the same hourly rate as all parties. The operator may not donate his/her time. The chartering party must be billed for the service as listed 1 d. above. The employee requesting the charter service will not be the operator of the bus assigned to the charter.

IV. Public Relations and Related Service

NCRTD can provide special service for any public relations function directly related to NCRTD business or the business of any NCRTD Member entity. The use of NCRTD vehicles for these events must be sought and approved by and through the Public Information Officer the Transit Operations and Maintenance Manager and the Executive Director.

The Financial Manager must be notified by memo when a Public Relations Service is being provided. The Financial Manager will determine the public relations value of the service to report the benefit to the District to the NCRTD Board of Directors.

V. Volunteer or Donated Services

Other than Public Relations Services and Parade service (described below), all operational expenses will be charged to the recipients of special service as listed in 1 d. above. NCRTD will not request volunteer drivers for any services.

VI. Non-Charter Services

The following services are not deemed charter services and may be provided notwithstanding the provisions of this Charter Services Policy.

a. Educational Events

NCRTD vehicles may be used for events during which NCRTD employees educate groups of people on how to use the NCRTD system. The use of a vehicle for this type of *event* needs to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Maintenance Manager. The Transit Operations and Maintenance Manager will confirm vehicle availability prior to approval. The Transit Operations and Maintenance Manager shall also verify and approve the educational nature of the event prior to approval.

b. Stationary Vehicles

NCRTD vehicles may be used for any *event* at which the vehicle will be stationary and no passengers will be carried. The use of a vehicle for this type of *event* needs only to be requested by a senior staff member of the NCRTD and approved by the Transit Operations and Maintenance Manager. The Transit Operations and Maintenance Manager will confirm vehicle availability prior to approval.

c. Parades

NCRTD vehicles may be used as a feature in a parade if the general public is not being carried and NCRTD is providing the vehicle free of charge. This service would need to be requested by the Public Information Officer and approved by the Transit Operations and Maintenance Manager and the Executive Director. If NCRTD is charging for the use of the vehicle and/or the general public will be carried on the vehicle, the parade organizers must complete the charter services application process outlined *above.* The same hourly rate will be charged for parades as for any other charter service.

d. Supplementary Services

If NCRTD is informed of an event where a group will be boarding at a regular NCRTD stop at a regularly scheduled time and alighting at an NCRTD stop along the route, also at a regularly scheduled time, NCRTD may add extra vehicles to the trip to handle any overcrowding that may occur. These vehicles will need to be signed as a regular route and must be opened to the public.

e. Assistance to NCRTD Member Transit Agencies

NCRTD member transit agencies operating service in North Central Regional Transit District that are in need of additional equipment during special events will also be eligible to charter NCRTD vehicles as listed in 49 CFR Part 604. The NCRTD member entities will be charged the same rate as other eligible parties chartering NCRTD vehicles. It will be required that an NCRTD driver operate the chartered NCRTD vehicle.

VII. Internal Charter Procedure

The Transit Operations and Maintenance Manager with the approval of the Executive Director will designate an NCRTD staff person to handle inquiries for charter service. The NCRTD staff person will inform inquirers about NCRTD's

policy and will provide them with appropriate forms.

If the applicant meets one of the exceptions described above, an authorized agent of the government agency or non-profit organization will need to complete the form and provide certification of tax-exempt status.

If the party requesting charter service does not meet any of the requirements for an exception, NCRTD will not provide the party with charter service.

The NCRTD staff person responsible for charters (as designated by the Transit Operations and Maintenance Manager will then determine the eligibility of the applicant. If the NCRTD staff person deems the applicant ineligible, they will notify the applicant of the decision and the reason for the decision. If the applicant is deemed eligible, vehicle availability for the vehicle type requested during the time and date specified will be confirmed with the Route Supervisors for scheduling. NCRTD may deny any request based on vehicle availability.

The route by which the chartered vehicle will travel will be determined by the NCRTD staff person designated by the Transit Operations and Maintenance Manager. The route will be described on the application. The route may not begin or end outside the boundaries of the North Central Regional Transit District

The application and the information provided by the applicant will then be forwarded to the Transit Operations and Maintenance Manager to approve or deny the application for charter service and the route described on the application. If approved, the NCRTD staff person designated by the Transit Operations and Maintenance Manager will then create a schedule/itinerary for the chartered service and provide it to the Route Supervisor.

VIII. Appeal Procedure

Should any party requesting charter service feel they have wrongfully been denied service; they may appeal the Transit Operations and Maintenance Manager's decision to the NCRTD Executive Director. The appeal must be in writing and must be submitted within seven days of notification that charter service will not be provided. If, after reviewing the facts, the Executive Director deems that providing the charter service is permissible and desirable, the Executive Director will direct the Transit Operations and Maintenance Manager to schedule the service.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 3, 2012
Agenda Item - F

Title: Discussion and consideration of adoption of Resolution No. 2012-19 adopting the FY 13 Service Plans from the City of Santa Fe and Los Alamos County and acknowledging the Service Plan from the County of Santa Fe.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: To discuss and consider for adoption the annual service plans for regional routes from the City of Santa Fe and Los Alamos County.

Background: Pursuant to the adopted Financial Policies of the District and the ballot initiative, Regional Transit (RT) Gross Receipts Tax (GRT) is to be used to expand regional public transit in the four county areas. Furthermore, the Financial Policies indicate that RT GRT revenues should be used to implement service plans approved by Board adopted resolution. The Financial Policies when adopted included the definition of when a regional route is considered to be eligible for funding by RT GRT. The only two member entities that operate their own transit system and provide routes that meet the definition of regional routes as defined in the Financial Policies are the City of Santa Fe and Los Alamos County. The attached resolutions submitted by these entities requests that RT GRT be provided for those same routes that have been deemed to meet the definition of regional in prior years. No expansion routes are requested by either entity. The funding allocation that was utilized to determine the amount of RT GRT that would be available in FY 2013 for allocation to these two entities was premised upon the FY 2012 approved allocation method for RT GRT Revenues.

The County of Santa Fe also adopted a transit service plan by Board of Commissioners resolution and which is attached hereto. Although the County is not required to adopt such a plan, since the RTD is the regional service planning entity and the provider of services for all of its member counties with the exception of transit planning for those entities that provide their own transit services. The adoption of this transit plan allows the County to convey to the District Board its confirmation of the existing RTD routes within Santa Fe County and express its desire for additional service. In the Santa Fe County resolution they have requested that the District consider the addition of a route from Golden to Santa Fe. In addition the Santa Fe County Boards approved motion adopting their resolution is also attached. The requested route is contained in the Districts adopted FY 2008 – 2013 Service Plan. However, the Districts Service Plan contains many recommendations for routes and service improvements in Rio Arriba, Santa Fe, Los Alamos and Taos Counties that have not been implemented due to insufficient recurring RT GRT revenues.

The Financial Policies stipulate the following regarding the use of Regional Transit GRT for funding of new routes or service enhancements:

"RT GRT revenue that is deemed to be reoccurring revenue and not allocated for regional routes is placed in the operating reserve balance and as such maybe be available for allocation in the following year for expanded service regional routes as recommended by the Executive Director and adopted by the Board on the bases of the methodology for the allocation of RT GRT as described above. Prior to commitment of any remaining RT GRT reserve operating balance in the ensuing fiscal year to expanded regional service routes, these routes must be included in the requesting entities annual service plan and adopted by the NCRTD Board as well. In no event will these funds be allocated for new or expanded service regional routes if it will result in the diminishment of the reserve operating balance requirements as described within these policies or if it will impact the Districts ability to meet its capital equipment and infrastructure requirements."

The FY 2013 budget adopted by the Board did not propose to fund any new routes but did provide for the funding of all existing routes. For fiscal year 2013 the revenue forecast for RT GRT indicated that revenues would be flat and therefore the Board adopted a conservative approach for the funding of operations. This provided for the ongoing funding of existing routes only. If RT GRT during fiscal year 2013 begins to show a sustained recovery, then the Board could at that time reexamine the request for a new route along with other routes that were recommended in the District's adopted service plan as well as route enhancements for funding.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2012-19.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation; or
3. Provide further direction in relation to adoption of the service plans and then take action to adopt the resolution.

Fiscal Impact: The fiscal impact of adoption of the City of Santa Fe service plan and the Los Alamos County service plan for the provision of regional services is $2,354,692. Individually the District would compensate the City a total of $981,932 and Los Alamos County a total of $1,402,760 in FY 13. Costs associated with the funded routes in the County of Santa Fe (excluding the newly requested route of Golden to Santa Fe) provided by the District are integrated into the consolidated budget which also provides for routes in Rio Arriba County, Taos County and Los Alamos County. These funds have been budgeted. The Fiscal Year 2013 budget provided funded for all existing routes. The Board adopted a very conservation FY 2013 budget which projected that no recurring new revenue is available to provide for the addition of new routes at this time. Some additional JARC funding has been received in the amount of $50,000 which requires that the District match this amount with $50,000 in RT GRT. These JARC funds will be used to supplant existing programmed RT GRT on an eligible route. A discussion of the potential use of this supplanted RT GRT in the FY 2013 budget is anticipated as part of the discussion on the Agenda item "G" related to the annual route assessment and route adjustments.

Attachments:

- NCRTD Board Resolution No. 2012-19
- City of Santa Fe Resolution No. 2012-56

- Los Alamos County FY 13 Service Plan
- County of Santa Fe Resolution No. 2012-68
- NCRTD Board Resolution No. 2009-13 Defining Standards and Practices for the Implementation of New Service Routes

North Central Regional Transit District (NCRTD)

Resolution 2012-19

Adoption of the FY13 Annual Service Plan submitted by the City of Santa Fe and Los Alamos County Providing for Specific Regional Routes Funded by NCRTD Regional Transit Gross Receipts Tax (RTGRT)

WHEREAS, the NCRTD was created through legislative enactment (chapter 65, signed March 21, 2003); and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and,

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation Commission September 14, 2004; and,

WHEREAS, the NCRTD was created by agreement between the City of Española , Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County, Taos County and Tesuque Pueblo; and,

WHEREAS, the NCRTD Financial Policies Adopted by Board Resolution No. 2011-10 on November 4, 2011provide a definition of regional services which if approved by the Board of Directors and if recurring funds are available may be funded by the allocation of NCRTD RTGRT; and,

WHEREAS, the NCRTD Financial Policies require that service plans from member entities that provide transit services and which have routes that will expand existing regional routes or add new regional routes must submit their Transit Service Plan and the proposed regional routes to be funded by NCRTD RTGRT to the Board of Directors for approval; and,

WHEREAS, the City of Santa Fe and Los Alamos County operate their own transit systems and have had prior review and approval of the regional service routes contained in their transit service plans for FY 10, 11 and 12; and,

WHEREAS, the NCRTD Board of Directors approved on March 4, 2011 the standardization of the cost allocation methodology which is a nationally recognized method for determining administrative and operating costs associated with the delivery of transit routes and which is utilized by the City of Santa Fe, Los Alamos County and the NCRTD; and,

WHEREAS, the NCRTD Board of Directors has adopted a Fiscal Year 2013 budget providing for the apportionment of NCRTD RTGRT in the amount of $981,932 for existing City of Santa Fe provided routes that have been deemed to meet the definition of regional services and which are incorporated into adopted City of Santa Fe Resolution No 2012-56 Regional Service Transit Plan; and,

WHEREAS, the NCRTD Board of Directors has also allocated in its Fiscal Year 2013 budget an apportionment of NCRTD RTGRT in the amount of $1,402,760 for existing Los Alamos County provided routes that have been deemed to meet the definition of regional services and which are incorporated into the Los Alamos County adopted 2013 Service Transit Plan; and,

WHEREAS, the NCRTD Board of Directors acknowledges adopted Santa Fe County Resolution No. 2012-68 submitting their recommended service plan to the North Central Regional Transit District which is inclusive of existing NCRTD provided routes servicing Santa Fe County and which incorporates a new route request from Golden to Santa Fe; and,

WHEREAS, the NCRTD's updated 2006 and adopted 2008-2013 Service Plan identifies routes to be provided by the District and future routes to be provided when sufficient recurring revenues are available; and,

WHEREAS, the NCRTD Board adopted resolution No. 2009-13 provides the standards and practices for the implementation of new service routes to be operated by the District; and,

WHEREAS, the NCRTD Board of Directors in adoption of its Fiscal Year 2013 budget has provided funding from various revenue sources for the provision of and continuation of all existing routes provided by the NCRTD serving the Counties of Santa Fe, Rio Arriba, Taos and Los Alamos; and,

NOW THEREFORE BE IT RESOLVED by the NCRTD that the Board of Directors approves the regional service plans for Fiscal Year 2013 as submitted by the City of Santa Fe and Los Alamos County.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 3rd DAY OF August, 2012.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2012-56

INTRODUCED BY:

Councilor Bushee

A RESOLUTION

ENDORSING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT'S FY2013 BUDGET PROPOSAL, APPROVING THE FY2013 CITY OF SANTA FE REGIONAL TRANSIT PLAN AND DIRECTING STAFF TO SUBMIT THE CITY OF SANTA FE REGIONAL TRANSIT PLAN FOR FY2013 TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS FOR CONSIDERATION AND APPROVAL.

WHEREAS, the North Central Regional Transit District (hereinafter referred to as "NCRTD") was created in 2004 by agreement between the City of Espanola, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County and Tesuque Pueblo; and

WHEREAS, NCRTD Resolution 2008-14 states that "in order to create a truly effective and efficient regional transit system that cooperatively and equitably serves north central New Mexico, the NCRTD believes that the City of Santa Fe should be a member of the District"; and

WHEREAS, as a result of City of Santa Fe Resolution 2008-87, the City of Santa Fe joined the NCRTD and soon thereafter expanded City delivered transit services to provide connecting

transportation to and from the Rail Runner, through funding made available by the NCRTD; and

WHEREAS, the City's expanded services include:

- Development and implementation of Santa Fe Pick-Up operations, providing shuttle service from the final Rail Runner station at the Railyard to downtown destinations;
- Santa Fe Trails Route 22, serving the New Mexico 599 Rail Runner station as well as Rancho Viejo and Santa Fe Community College;
- New connections between Santa Fe Trails Routes 2 and 4, serving the South Capital Rail Runner station;
- Additional "special services" to accommodate increased demand for Rail Runner transfers, and other visitors, during special events; and

WHEREAS, the existing services provided by Santa Fe Trails have been deemed to meet the definition of regional services as adopted by the NCRTD Board and incorporated into its financial policies as amended on November 4, 2011 by Board Resolution No. 2011-10; and

WHEREAS, the NCRTD has identified funding in their FY2013 budget proposal to keep the aforementioned City operated services funded and running through FY2013; and

WHEREAS, the NCRTD has also identified additional funding in the amount of $14,302, that is available for new services; and

WHEREAS, community members and organizations have called for a new seasonal, direct Santa Fe Pick-Up connection between the final Rail Runner station at the Railyard and Museum Hill, with the proposed route also serving the Santa Fe Children's Museum, Center for Contemporary Arts, and the Armory for the Arts on Old Pecos Trail; and

WHEREAS, community members and organizations have also requested that a new and direct seasonal service between the Rail Runner and the Santa Fe Ski area be explored and implemented, if sufficient funding becomes available from the NCRTD.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF

THE CITY OF SANTA FE that the Governing Body hereby endorses the proposed FY2013 NCRTD budget that continues to fund regional transit services, as identified above, that the City of Santa Fe currently provides on behalf of the NCRTD.

BE IT FURTHER RESOLVED that additional funding made available from the NCRTD to the City, in the FY2013 budget, be allocated to the Santa Fe Pick-Up toward operation of a new and direct seasonal connection between the final Rail Runner station at the Rail Yard and Museum Hill, service which will also serve the Santa Fe Children's Museum, the Center for Contemporary Arts and the Armory for the Arts on Old Pecos Trail, with implementation of said service expansion following approval of a defined service schedule and route by both the Governing Body and the NCRTD Board; and

BE IT FURTHER RESOLVED that direct seasonal service between the Rail Runner and the Santa Fe Ski area be included in the transit plan, for further investigation, feasibility assessment, and potential implementation, at such time that NCRTD funding for this service becomes available.

BE IT FURTHER RESOLVED that the aforementioned routes, both funded and unfunded, compose and are approved as the City of Santa Fe Regional Transit Plan for FY2013 and upon approval by the NCRTD Board of Directors is incorporated in the NCRTD service plan.

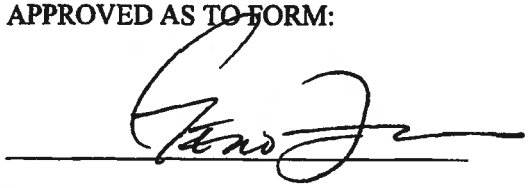
PASSED, APPROVED, and ADOPTED this 30th day of May, 2012.

DAVID COSS, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



GENO ZAMORA, CITY ATTORNEY

ATOMIC CITY TRANSIT

Los Alamos County (LAC) FY13 Service Plan
Submitted to the North Central Regional Transit District (NCRTD) for the Distribution of Transit Gross Receipts Tax

Submitted Friday, June 22, 2012

		FY13 Cost Estimates
Continuation of Existing NCRTD Funded Routes		
AM & PM Peak Services (Park & Ride & White Rock Linked)	$	621,328
Note: Adds a second trip per hour to Routes 3, 4, 5, & 6 during Peak AM & PM commute times, for a total of 30 extra transit runs per day.		
Route 2 Eastern Area to White Rock (Park & Ride, Wt Rock, NCRTD Linked)	$	568,803
Route 11 Afternoon Express (White Rock to Los Alamos)	$	68,629
Continuation of Existing NCRTD Routes:	**$**	**1,258,760**
LAC FY13 Billable Capital		
5311 Grant Local Share of CAD/AVL (Pending LAC Council Approval)	$	240,000
Upgrades to Existing Bus Camera System	$	10,000
	$	250,000
or		
5309, 5310, & 5317 Grant Capital Local Share of Vehicle Replacements	$	160,000
Upgrades to Existing Bus Camera System	$	90,000
	$	250,000
Capital Sub-Total:	**$**	**250,000**
ESTIMATED BILLABLE:	**$**	**1,508,760**
NCRTD GRT BUDGETED FOR LAC:	$	1,402,760
Estimated Amount Underfunded in FY13:	$	(106,000)

Notes: Cost of routes & capital listed are estimates. Routes will be billed on a quarterly basis using the Allocated Cost Method, which allocates actual expenses by actual miles, hours, and vehicles. Actual costs of capital will be billed on a quarterly basis.

BOARD OF COUNTY COMMISIONERS
OF SANTA FE COUNTY

RESOLUTION NO. 2012 - 68

A RESOLUTION TO SUBMIT SANTA FE COUNTY'S RECOMMENDED SERVICE PLAN TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT

WHEREAS, Santa Fe County Resolution 2003-108 states that multi-jurisdictional transportation systems would protect our environment and enhance energy efficiency, decrease congestion, decrease automobile accidents, reduce noise and air pollution and improve public health;

WHEREAS, the North Central Regional Transit District (hereinafter referred to as "NCRTD") was created by agreement of the City of Espanola, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, the San Juan Pueblo, the Santa Clara Pueblo, the City of Santa Fe, Santa Fe County and the Tesuque Pueblo in 2004;

WHEREAS, County Ordinance 2008-14, which imposed a County Regional Transit Gross Receipts Tax of one eighth of one percent (.125%), states that "Revenue from the county regional transit gross receipts tax will be used for the management, construction or operation of a public transit system or for specific public transit projects or services pursuant to the Regional Transit District Act";

WHEREAS, the NCRTD considers Santa Fe County to be a critical participant in the regional transportation strategy and is willing to work closely with the County to assure that regional transportation needs are met and that the Rail Runner continues to be a well-used mode of public transportation;

SFC CLERK RECORDED 06/08/2012

WHEREAS, the Regional Planning Authority (RPA) has not taken any action in updating the regional transit service plan to date for FY 2013;

WHEREAS, the NCRTD Board is requesting the FY2013 regional transit service plan for Santa Fe County by June of 2012 and this resolution is designed to respond to that request;

WHEREAS, the proposed NCRTD budget indicates that there is sufficient funding to continue to provide service for all routes currently being funded by regional transit gross receipts tax dollars and other federal grant money, including all of the existing routes in Santa Fe County; and

WHEREAS, the Regional Transit Service Plan approved by the RPA in October 2009 states that "service along the [NM14 corridor] is the County's highest priority for new transit service" and should be considered in the Santa Fe County Transit Plan.

NOW, THERFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Santa Fe County that the Santa Fe County FY2013 Transit Service Plan, attached hereto as Exhibit A, is adopted as the recommended transit service plan for Santa Fe County for FY 2013 and shall be submitted to the NCRTD Board for their consideration.

IT IS FURTHER RESOLVED THAT the representative from the Board of County Commissioners on the NCRTD Board will vote to support commuter routes rather than special or non-commuter routes in the event that budget limitations prohibit the NCRTD from funding all routes on the recommended transit service plan.

PASSED, APPROVED AND ADOPTED THIS 29th DAY OF MAY, 2012.

By: _____
Liz Stefanics, Chair

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 4

I Hereby Certify That This Instrument Was Filed for Record On The 8TH Day Of June, 2012 at 12:10:10 PM And Was Duly Recorded as Instrument # 1671759 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Valerie Espinoza
Deputy _____ County Clerk, Santa Fe, NM

SFC CLERK RECORDED 06/08/2012

ATTEST:

Valerie Espinoza, Santa Fe County Clerk

APPROVED AS TO FORM:

Stephen C. Ross, County Attorney

COUNTY CLERK SANTA FE COUNTY NEW MEXICO

SFC CLERK RECORDED 06/08/2012

Exhibit A

FY2013 Regional Transit Plan for Santa Fe County

Route 2 - Santa Fe Trails
Route 4 - Santa Fe Trails
Route 22 IAIA/SFCC - Santa Fe Trails
Santa Fe Pick-Up - Santa Fe Trails
Specials - Santa Fe Trails
Espanola to Santa Fe - NCRTD
Los Alamos to Pojoaque - NCRTD
Chimayo Fixed Route - NCRTD
Eldorado to Santa Fe - NCRTD
Pojoaque Tribal - NCRTD
San Ildefonso Tribal - NCRTD
Santa Clara Tribal - NCRTD
Tesuque Tribal - NCRTD
Pojoaque School Students Demand Response - NCRTD
599 station to SR14 South (3 trips) - NCRTD
Edgewood to Santa Fe (rider/drivers) - NCRTD
Golden to Santa Fe (rider/drivers) - NCRTD

SFC CLERK RECORDED 06/08/2012

XI. C. **Growth Management Department**

1. **Resolution No. 2012-68, a Resolution to Submit the Fiscal Year 2013 Santa Fe County Regional Transit Plan to North Central Regional Transit District**

ANDREW JANDACEK (Transportation Planner): Good afternoon, Madam Chair, members of the Commission. Before you you have a resolution to submit Santa Fe County's recommended service plan to the North Central Regional Transit District and the Santa Fe County FY 2013 transit plan.

CHAIR STEFANICS: Okay. Just before you start, how many people are here in the audience to speak on behalf of this? Okay. If you all would – if Mr. Bulthuis is, if Tony is, yes, ma'am, please come to the front row so when we get ready for public comment you're here. Go ahead.

MR. JANDACEK: I'll make this a brief presentation. Basically, the resolution addresses the need to submit a regional transit plan for Santa Fe County to the NCRTD so that the NCRTD board has sufficient time to consider the County's recommended transit services. In previous years the decision process has been made by the Regional Planning Authority and submitted to the NCRTD for their board's consideration which always occurs in June. The approval of the proposed resolution and the FY 2013 transit plan by the Board of County Commissioners is a necessary action item in order to meet this June deadline.

The proposed service plan includes all of the existing services that are apparently being operated, both by NCRTD and by Santa Fe Trails which serves Santa Fe County. Staff was also given direction by the Board to look into options for an additional route from Golden to Santa Fe as well as a route serving the community of La Cienega. So the proposed service plan includes consideration of an additional route from Golden to Santa Fe.

I'll move straight to the summary of this. If you have any questions about the NCRTD's 2013 budget summary Tony Mortillaro from the NCRTD is here as well as Jon Bolthuis from Santa Fe Trails.

NCRTD staff has stated that they're required by law to have additional vehicles available so there are some considerations that need to be looked into before they would be able to move forward with an additional route. They've also indicated that there are no service reductions that are being proposed for FY 2013 and that no new routes are to be contemplated unless new recurring revenue can be found or if other routes are curtailed and that those funds would then be made available for a new route. However, staff has identified the need for a route that does serve the communities along New Mexico 14 including a proposed route from Golden to Santa Fe and service to La Cienega and La Cieneguilla. So we've looked into some of the costs for those routes. Mr. Mortillaro can go into more detail on that.

The driver-rider option has proven to be cost-effective which is being used currently for the Edgewood route and is considered to provide transit as a cost-effective route to Edgewood. Staff does need to work with the NCRTD staff to continue to explore the options and evaluate the performance of all the routes in Santa Fe County that are provided by the RTD to determine if there are any adjustments that would still need to be made to these existing routes in order to free up additional funding to accommodate a

new route. So in summary, the staff recommendation is to approve the FY 2013 regional service plan identified as Exhibit A following the resolution and this includes all routes that are currently operating, plus the new route from Golden to Santa Fe which has been identified as one of the County's high priority projects as a new rider-driver route. I stand for questions.

CHAIR STEFANICS: Thank you. Let's go to public comment, then we'll go to Commissioners after that. Who would like to address the Commission on this resolution? Please. And Tony, do you have comments or are you just here for answers? Okay. Thanks. Could you introduce yourself.

CHARLENE CERNY: Madam Chair and Commissioners, I'm Charlene Cerny. I'm the executive director of the Santa Fe International Folk Art Market. First I want to commend you for your public service. This is my first County Commission meeting and I want to just say I see how devoted and dedicated you are to planning for the future of our county so I thank you for that.

I did just receive a copy of this plan this morning and I wanted to just mention a few things that are relevant to one section, which is under Special Services. It is my impression that there's an important piece of information lacking here. The Santa Fe International Folk Art Market is an annual event that attracts over 20,000 visitors. Last year 26,000 trips on Santa Fe Trails were generated by our event, so at the top of – I guess it's page 2 of the report I do want to correct the fact that there is no current ridership information. This ridership information was provided to us by Santa Fe Trails and I believe it's just rolled into their ridership total. But we did generate 22,000 trips just during that one weekend in July.

For those of you who aren't aware of it the Folk Art Market has a major impact on the economy of this area. It's a $14 million impact. In GRT alone we wrote a check for $179,000 based on the purchases that were made by visitors at our market. So we are a major contributor to the region's economy. Why I'm mentioning that is because my impression is that any reasonable person looking at this plan would say we should extend bus service to all the citizens of our county if at all possible, but like all governmental things there's only so much money to allocate. I understand that the special services category of funding is being considered for a cut in order to fund this Golden to Santa Fe route in Fiscal Year 13 so I'm here to advocate for the retention of the special services allocation and to answer any questions you may have about special services and this event funding for buses.

CHAIR STEFANICS: Thank you for coming today, Ms. Cerny. Okay. Does anybody have any questions for Charlene first?

COMMISSIONER ANAYA: I do.

CHAIR STEFANICS: Okay. Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, understanding that you're advocating to keep the special services, what's your feeling on the transit services for people needing to get into work from Golden to Santa Fe? Understanding that – what's your take on that? I'd just like to know.

MS. CERNY: Well, as I said when I saw it, I think any reasonable person looking at this plan would advocate for every citizen in our county to have reliable transportation to get to where they need to go. I will tell you I live in the city and I don't have bus service even in my neighborhood, so I would appreciate it too, having bus

service. But having said that, there are two eggs for the golden goose here in Santa Fe the way I see it. One is government and as a retiree of state government I know how much government contributes to our economy, both at the state and local level, and the other is tourism. We're a non-profit. We put on this event with very little – in fact zero state funding this year, very little County funding. We get a tiny but much appreciated allocation from LTAB, and then some Arts Commission funding. We raise or earn all of the money it takes, which is $2.1 million to put on this project, but we are generating $13.8 million in positive economic return.

So I can't – luckily, I don't have to be the one to vote on this. I'm not the one who kind of tries to deliberate on that equation you just brought up. I wish we could do it all. But again, we generated 26,000 trips on Santa Fe Trails and we also completely filled the Rail Runner that weekend. There were 200 people standing on each of the last trains to go back to Santa Fe. So, no, if you support economic development, if you support tourism in Santa Fe then I think we need to retain that funding. I don't know where you find the funding for the Golden route. I hope you do find it.

CHAIR STEFANICS: Thank you. Commissioner Holian, you had a comment?

COMMISSIONER HOLIAN: Yes. Thank you, Madam Chair. Ms. Cerny, I just want to say that I support the special routes. I recognize the fact that the Folk Art Market really does bring a lot of economic activity into our community and I don't want you to think that this resolution is saying that we should cut the special routes. I think that it's just saying that the NCRTD should consider the addition of a new route.

COMMISSIONER MAYFIELD: Madam Chair.

CHAIR STEFANICS: Thank you. Is this for Ms. Cerny?

COMMISSIONER MAYFIELD: I think it might be for Mr. Mortillaro.

CHAIR STEFANICS: Okay, then let's finish. Anything else for Ms. Cerny? Thank you for coming today and feel free to stay for the rest.

MS. CERNY: Thank you. Thank you, Commissioner Holian.

CHAIR STEFANICS: Is there any other public comment before we go to questions from Commissioners. Okay, Commissioner Mayfield.

COMMISSIONER MAYFIELD: Thank you. Madam Chair, Mr. Mortillaro, as far as the special services and special routes, are folks paying a dollar, two dollars to ride that or is it just a subsidized service fully? And I do promote the GRT revenue that's definitely coming in return. But I thought we had some discussion that folks might be buying a $2 ticket to get on that.

ANTHONY MORTILLARO: We don't operate that so I'll have to ask Jon Bultheis to speak to that because Santa Fe City operates that specific service. We just fund it.

CHAIR STEFANICS: Mr. Bultheis.

JON BULTHEIS: Madam Chair, members of the Commission, I'm Jon Bultheis with the City of Santa Fe, the transit director. All of the fares for transfers from the Rail Runner that are funded through the countywide GRT are fare-free. So in keeping with the NCRTD's fare-less policy, so folks come off the Rail Runner onto a shuttle going to the Folk Art Museum so we don't charge a fare. If they come off the Rail Runner to get to the State Library, for example, we don't charge a fare.

COMMISSIONER MAYFIELD: So on these special routes, like even on Zozobra, the farolito walk, anything like that, there's not a special fare assessed?

MR. BULTHUIS: It's not – that's a good question. I know on Folk Art Market we don't. I think on some of the others there is a fare that is assessed.

COMMISSIONER MAYFIELD: Okay. Madam Chair, Mr. Bulthuis, the others – let's take Folk Art out but let's say the farolito walk, does the City of Santa Fe receive those revenues, or who's getting those revenues and where are they placed?

MR. BULTHUIS: It would be a fare box receipt if fares are charged on those specials, so it would go to the City, into the general fund.

COMMISSIONER MAYFIELD: Madam Chair and Tony though, you just said that we all fund it, right? So the City's receiving some revenue that we don't receive or does that money go back directly into the NCRTD? Mr. Bulthuis?

MR. BULTHUIS? The fare box revenues, if charged, would be collected by the City and placed in the City's general fund. So that's an issue that we can bring to the Council and address it.

COMMISSIONER MAYFIELD: Madam Chair, respectfully, Madam Chair, Manager Miller, I'd like to make sure if we should be receiving some of those dollars for the County and that's where we might be able to use those revenues to assist with some of these other routes that the Commissioners are bringing up. So thanks. That's all I have. Thank you.

CHAIR STEFANICS: Thank you. Any other public comment? We are now on the resolution. Commissioner Holian, you had a comment, then Commissioner Anaya.

COMMISSIONER HOLIAN: No, I already made my comment.

CHAIR STEFANICS: For the entire resolution.

COMMISSIONER HOLIAN: Oh, for the entire resolution. Well, I just wanted to emphasize that this is a recommendation from Santa Fe County pretty much for the status quo, plus the addition of a new route, but of course it will be up to the NCRTD board to make the ultimate decision. Thank you, Madam Chair.

CHAIR STEFANICS: Thank you. Commissioner Anaya.

COMMISSIONER ANAYA: Madam Chair, Mr. Mortillaro, I'm going to have a few questions for you. Probably every single meeting at our regular administrative meetings, if not, if I missed one or two meetings that was probably a lot and the 15 that I've been sitting at this bench I've said it's the collective interest of the community and I think supported by some of the people on the Commission to have a route – in fact all of the Commission supported a resolution that would create a route from Golden to Santa Fe. That being said, there was some discussion of a Golden to Santa Fe route and modeling that same program. Based on your statistics that you provide to the public and to the board, the Edgewood route is at the top percentile of performance associated with ridership, which is the key aspect that transit districts look for associated with service and it has a rider-driver format that is at a greatly reduced cost because the actual people that drive it, drive it in, the rider-drivers, we trained them. It was a way out of the box program. It's my understanding that the board or yourself or some articulation of the two is suggesting that we can't do this anymore.

I publicly, at the last Commission meeting voiced frustration over that aspect and I'm happy that you're here, but I would like to hear what gives? That's a creative use of

public dollars which the community came together, the Commission, a balance, high ridership. Why can't we do that again?

MR. MORTILLARO: Madam Chair, Commissioner Anaya, the rider-driver concept came up, obviously, when the Edgewood route was being considered. In essence, those people are district employees, part-time employees and we pay them the same rate of pay we pay our other employees except they don't get the full benefit package. The cost that you see for that route this year is a nine-month cost. So a full cost based on that concept without including the other allocations we normally put into our cost factors is about $62,000 a year. When you add in the cost for administration and everything which isn't burdened right now on that route, it's about $98,000. We've had some challenges –

COMMISSIONER ANAYA: Hold on one second. We started out – Ms. Ellis-Green is back there in the back and I was on the board when this was approved and you were part of some of the discussions but not all. We started with $20,000 and then we ratcheted it up. Are you saying that now you're saying that it's close to $100,000 for a rider-driver that's a part-time, not paying benefits? You're losing me completely there. I sat on that budget. I'm very familiar with the budget and the board process, and I was participating on that board well before you came back to the board so I'm not agreeing to it. So quantify what you just said.

MR. MORTILLARO: Madam Chair, Commissioner, when you were given those cost figures many months ago, when the Edgewood route started, if you'll recall they were somewhat underestimated and that happened prior to my coming on board. As we discovered when we finally did start the route – what was it? In September of 2011, the costs were much greater than what had been anticipated.

COMMISSIONER ANAYA: Madam Chair, talk about the – because the costs that we got an estimate off of was mileage, maintenance and the typical costs that we calculate throughout in the transit budget. There's really not a whole lot of mystery associated with the numbers that we had. They were clear-cut based on actual maintenance dollar costs, so what was not in there that I think actually the staff articulated well.

MR. MORTILLARO: Well, as we found out that wasn't the case because we brought to you an update on the costs of that route because what wasn't anticipated were the start up costs for the route. If you recall for almost – it wasn't quite a month, we ended up having to operate the route with our regular drivers and we had to build in a bunch of dead-head runs there because of the fact that the rider-drivers weren't trained or ready to assume the route.

The other thing was they never calculated the route costs on the cost allocation method that the board had approved. They simply didn't put in the administrative overhead and what have you into it. If you'll recall, since then the district has went ahead and picked up those additional costs and the County has also chipped in some extra costs in certifying these people as CDL drivers which has been beneficial.

We've had some other changes most recently and that is now we're a unionized entity. And that has implications on how those routes are operated and the bidding of those routes in the near future once that agreement is in place. So that will have implications on a number of factors in terms of our costs and how we operate routes as

well. When my staff developed the full cost allocation method and applied it to the Edgewood route as I indicated it's about $98,000.

COMMISSIONER ANAYA: Mr. Mortillaro, if you would have started by saying that you had some union changes that might have been somewhat of an offsetting increase, but like I said, I'm not green to the numbers or the transit process and the routes – the timeframe that you talked about where you had a driver, that's a non-existent cost anymore, because you actually have the certified drivers. Are you saying that the rider-driver format that is going from Edgewood to Santa Fe costs the same or more than it would with a driver from the NCRTD District?

MR. MORTILLARO: Madam Chair, Commissioner, what I'm saying is that when the staff utilizes the cost allocation method that the board adopted it's a different number than what we had been operating it at recently. And that's because it's a full 12-year period and that's because it rolls in the administrative costs that aren't captured with the staff gave you that operating figure.

COMMISSIONER ANAYA: The cost to run, Madam Chair, Mr. Mortillaro, to run the rider-driver route is cheaper than paying a full-time person, with benefits to do the route. Correct?

MR. MORTILLARO: I'm not saying that, I'm just saying –

COMMISSIONER ANAYA: I'm asking that.

MR. MORTILLARO: I'm saying that the cost allocation method gives one set of numbers based on the methodology. What we're also saying is that when you look at the true cost as you're indicating here, the fact that those aren't benefited drivers the cost is less. I'm not disagreeing with you on that.

COMMISSIONER ANAYA: So is the – when, Madam Chair, Mr. Mortillaro, when did the decision occur on the board to unionize the drivers? That seems like a pretty substantial decision. You said it was recently? Because I don't recall getting feedback from our member. When did it happen? This last month? The month before?

MR. MORTILLARO: Commissioner Anaya, the decision to unionize is not a board decision. It's a process that occurs through state law.

COMMISSIONER ANAYA: When did that occur?

MR. MORTILLARO: The election was on May 8th. The employees voted affirmatively to unionize. The Public Employees Relations Board will approve that here on June 6th and we will then commence collective bargaining negotiations and bring that agreement to the board when it's completed.

COMMISSIONER ANAYA: So are you saying that because of collective bargaining, which I'm in support of collective bargaining, but are you saying that because of collective bargaining you can't do a rider-driver now?

MR. MORTILLARO: I'm saying that because collective bargaining, the only exception right now is our current rider-drivers are not in the union. It does not exclude future. So we don't know, and I'm pretty sure that the union is not going to let us utilize rider-drivers. They want all the work to be union work.

COMMISSIONER ANAYA: Well, Madam Chair, Mr. Mortillaro, having participated in union negotiations now on a regular basis I know that you have active union members that are dues-paying members and you have non-paying members, so it's not a mandate associated with their job, but it could, depending on the hours worked, or help me out.

MR. MORTILLARO: Those are all things that have to be sorted through in the collective bargaining process.

COMMISSIONER ANAYA: So Madam Chair, Mr. Mortillaro, it isn't a fact that you can't do a rider-driver. Did the board say we can't do rider-drivers anymore? The full board of the NCRTD?

MR. MORTILLARO: No, the board has not delved into that topic.

COMMISSIONER ANAYA: So help me here, Mr. Mortillaro. Why would you articulate in an email that that is not an option anymore.

MR. MORTILLARO: I articulated that that was my position.

COMMISSIONER ANAYA: Okay. Okay. Madam Chair, I'm prepared to make a motion.

COMMISSIONER HOLIAN: Let's see. Tony, do you have anything you want to add about the particular resolution that we have?

MR. MORTILLARO: No. The resolution as I saw it is fine. As I've indicated the board has a budget presented to them at this point in time that funds all existing routes but does not add a new route. So in the future should there be any revenue available the board should consider all additional route requests and determine how they would allocate that funding in the future.

COMMISSIONER HOLIAN: So could you sort of describe the process to me about how the board does consider new routes and whether they have the funding for it and so on?

MR. MORTILLARO: I would suspect, not having been through that process myself with the board at this point in time that if there's recurring revenue available all other requests for new routes would be brought forward to the board. There are routes within the 2008 service plan that was adopted by the board that haven't been funded. This Golden route's a good example of it. That was in the 2008 plan.

And there are other routes in other areas of other counties that haven't been funded and the board would just need to look at those in terms of how much money's available and what their priorities would be in terms of what routes might be considered for an allocation.

COMMISSIONER HOLIAN: So the board has not really gone through the process of considering new routes at this point. The would be a relatively new thing for the board.

MR. MORTILLARO: They may have done so in the past but what I'm indicating is since I've been on the road we have not.

COMMISSIONER HOLIAN: Okay. Thank you, Madam Chair.

CHAIR STEFANICS: Thank you. Thank you, Mr. Mortillaro.

COMMISSIONER ANAYA: I have a motion, Madam Chair.

CHAIR STEFANICS: Yes, please.

COMMISSIONER ANAYA: Madam Chair, I would move for approval of the resolution but I would add that if the board – and we have our board representatives sitting here on the Commission and our alternate. Commissioner Holian is the board representative and Commissioner Mayfield is the alternative. That if a determination needs to be at the board level between routes that are not commuter routes and routes that are commuter routes that our representative supporting the resolution would vote for the commuter routes as a priority, and that that would be represented at the board meeting for

the NCRTD. Because frankly, this is going to come down to a discussion and a decision by the NCRTD board, so I'm making a motion that the priority of service for use on the route fall with the commuter routes before it goes to other routes, whether they be special or non-commuter routes. So that's my motion, Madam Chair.

COMMISSIONER MAYFIELD: Second, Madam Chair.

COMMISSIONER HOLIAN: Madam Chair, I just can't really agree to that unless I would want input from the City, I would want input from the other entities who are benefiting from the routes and our community before I was held to something like that, or to have a majority vote of the board that said that I had to represent that position.

CHAIR STEFANICS: Commissioner Anaya, would you consider this as two motions, like the resolution first and then your addition second?

COMMISSIONER ANAYA: No, Madam Chair and the reason is this, Madam Chair. When I sat on the board of the NCRTD I was given feedback by my colleagues and reminded as a representative on the NCRTD I was to represent the collective will or the majority of the Commission on the Board. I said absolutely, on large issues I'll provide feedback and direction associated therein. So this is going to come down to this particular issue on the board of NCRTD. The board member, yourself or Commissioner Mayfield is going to have to make a decision as to what the priority is for the County.

Now, I can't speak to the City. I respect Mr. Bolthuis and the people from the Folk Art Museum, but as the County Commission, it's my obligation and responsibility I believe to represent the needs of the County and I believe this particular route, as I've said before is a priority over some of the other or special routes. And I would ask that that be represented by our representative on the board. But Madam Chair, respectfully, it's up to the board. That's a motion I would appreciate considering, Commissioner, Madam Chair, this is a route you and I have been trying to work on together.

CHAIR STEFANICS: Is there further discussion? All those in favor of the amended Resolution 2012-69 please say aye.

The motion passed by majority 3-1 voice vote with Commissioner Holian voting against the motion.

North Central Regional Transit District ("NCRTD")

Resolution 2009-13

DEFINING STANDARDS AND PRACTICES FOR THE IMPLEMENTATION OF NEW SERVICE ROUTES

WHEREAS, the NCRTD was created through legislative enactment (chapter 65, signed March 21, 2003); and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico with all the authority and duties of the same (NMSA 1978, § 73-25-4); and,

WHEREAS, the NCRTD Board has the authority to operate regional transit services and new transit service routes within its area of operation pursuant to NMSA 1978, § 73-25-6 (A) (6); and,

WHEREAS, the NCRTD Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the district (NMSA 1978, §73-25-5(G)(3)); and,

WHEREAS, the NCRTD Board wishes to establish a uniform and fair system for the implementation of new transit service routes within the district; and,

WHEREAS, the NCRTD Board recognizes that any new transit service routes are constrained by the NCRTD's budget and staffing; and,

WHEREAS, the NCRTD Board recognizes that in order to be fair to the members of the NCRTD and to best serve the public of the region it is in the best interest of the NCRTD to establish standards and practices for the implementation of new transit service routes.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that:

1. No new transit service route shall be initiated or established by administrative action or public request unless the proposed new service route shall have been first formally proposed by motion of a representative of a member entity in the geographic area of the route at a Coordination and Consolidation Subcommittee meeting. Any Board member may request through the subcommittee Chair that an item "consideration of new service route(s)" be included on the agenda of a subcommittee meeting. The Board member requesting the agenda item shall provide the Chair with sufficient information to define and describe the proposed new service route(s) so that the item can be fairly presented to the subcommittee. The staff shall include said item on the agenda at the request of the Chair along with a brief description of the proposed new service route(s).

2. The NCRTD Board may consider additional service routes at any meeting where the item has been duly noticed on the agenda. The second step following the recommendation for consideration by the Coordination and Consolidation Subcommittee shall be to obtain Board approval for a "Needs Assessment Report" on the proposed additional route(s). If the Board approves a Needs Assessment Report the staff shall prepare the Needs Assessment Report for the next meeting of the Board. If the Needs Assessment Report cannot be timely completed prior to the next Board meeting the staff shall provide a status report on the progress made to date on the Needs Assessment. The Needs Assessment Report shall include an assessment of the anticipated number of passenger trips for the forthcoming fiscal year and such additional information as may be reasonably necessary for the Board to determine the extent of the need for the proposed additional route. The Needs Assessment Report shall also include demographic information on the anticipated rider-ship that is likely to be served by the proposed route. All Needs Assessment Reports shall be filed and saved for future use to assess changes in demands and to compare relative demands among existing and proposed routes.

3. If a Needs Assessment Report is prepared the staff shall present the findings to the Board along with a Fiscal Impact Report showing the estimated cost of the proposed route including: capital costs for new equipment, signage, and shelters; direct labor costs for drivers and mechanic needed to implement the proposed route; and any incremental costs or impacts that may be material to the Board's decision. The staff shall also present prorated figures showing the annual cost per mile of the route(s) and the annual cost per rider of the route(s). However, the Board shall retain full discretion to approve or deny implementation of a proposed route regardless of the Needs Assessment Report and the efficiency of the route(s) so long as the Board appropriates sufficient amounts in its annual budget to fund the additional route(s).

4. After reviewing the Needs Assessment Report, the Fiscal Impact Report and the efficiency of the route the Board shall consider approving the

expenditure of funds necessary to implement the route(s). If funds are budgeted and approved the route(s) shall be implemented.

5. No sooner than six months and later than nine months following the implementation of new route(s) the route(s') value to the regional transit system shall be assessed by the Board at a Board Meeting. The staff shall provide information regarding ridership, demographics and efficiency of the route along with comparison data for other comparable routes within the district to assist the Board in assessing the value of the route and whether to continue, discontinue or expand the service on the route.

6. The NCRTD Board shall approve funding for route(s) and services based upon the benefit to the region as a whole.

PASSED, APPROVED AND ADOPTED BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD ON THIS 18th DAY OF September, 2009.

Alfred Herrera, Chair

Approved as to form:

Mark A. Basham, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 3, 2012
Agenda Item - G

Title: Presentation of annual route assessment summary and Board direction on route additions or adjustments.

Prepared By: Linda Trujillo, Service Development Manager

Summary: Major Assessment results are as follows:

1. Expansion of Pojoaque route to Nambe Falls Travel Center, requested by Pojoaque Pueblo. This would be an annual cost of $2,379.00.
2. Due to low ridership should the Las Trampas route which costs $146,668.57 annually be continued? Funds could be redirected to support other routes and/or minor expansion.
3. Residents of Chama have requested an additional day per week, as this route only runs two days per week. Annual cost would be $53,353.86.
4. Request from Santa Fe County for additional route from Golden to Santa Fe. The approximate cost would be $115,920.35 annually for four trips per day Monday through Friday. Presently we do not have an assessment of potential riders, and would need this to complete full report for route request and justification. This cost does not include any capital cost for vehicle purchase or lease.

Background: This assessment is done each year to determine the effectiveness of each route.

Recommended Action: Board direction to staff regarding the four points above. In the event that the Board wants to consider the elimination of the Las Trampas route it is suggested that the staff conducts a community meeting in Las Trampas to solicit public comment and to bring that information back to the Board for further deliberation regarding this route at a future meeting.

Options/Alternatives:

1. The options for action regarding the assessment of the Pojoaque routes is to approve the expansion of the 2.5 miles as requested to include the Nambe Falls Travel Center, for a cost of $2,379.00 per year, or not approve it and leave the route in its existing schedule.
2. Regarding the Las Trampas route; an option is to discontinue the route for a cost savings of $148,668.57 per year and redistribute these funds to other routes for expansion, or use the funds to establish another route that is listed in the District's Service Plan, or continue the route in its existing schedule which serves approximately 170 trips per month and implement enhanced rider outreach efforts.

Annual Route Evaluation - 2012

		vehicle mile cost		
		fuel cost only		
Las Trampas	Route has low ridership	none	$148,668.57 annual cost	FY 2010 = $171.67
	and needs promotion in the			FY 2011 = $69.27
	communities			FY 2012 = $80.01
Santa Clara	no recommendations			FY 2010 = $70.46
				FY 2011 = $27.12
				FY 2012= $22.08
San Ildefonso	Change Cities of Gold Hotel stop	none	completed	FY 2010 = $106.65
	to the adjacent Park and Ride Lot			FY 2011 = $49.90
				FY 2012 = $27.96
	Change the stop at the Sports Bar	none	completed	
	to the Pojoaque Market			
	Change the Buffalo Thunder stop	none	completed	
	to the 66 station			
Chama	Would like to run on Wednesdays	see cost factor	$53,353.86/per year for one add'l	FY 2010 = 180.74
	There are 6-7 Veterans that go		day per week	FY 2011 = $97.89
	to Santa Fe and need to stay			FY 2012 = $56.72
	overnight but don't use our bus			
	because they can't come back			
	the next day			
	Would Like to stop one day a	none	could replace one weekly	
	week at the new CVS or Walgreens		Walmart stop	

Major Findings			
1	Extension to Pojoaque route	$2,379.00	
2	Cost of Las Trampas route in light of	$148,668.57	
3	Chama additional day per week	$53,353.86	
4	Request from Santa Fe County	$115,920.35	Four trips per day
	Golden to Santa Fe route		cost does not include capital
	Need's assessment for ridership		for vehicle purchase

3. Options for action regarding the Chama route would be to expand the route to three days a week from its current two days per week, which is being requested by the residents of Chama and Tierra Amarilla. This would be an additional cost of $53,353.86 per year, or continue the route in its existing schedule without expansion.
4. Santa Fe County request options would involve approval of the this route once a ridership assessment is conducted and redirect funds from the Las Trampas route or other funding source from Santa Fe County, or not approve the opening of this route if a reoccurring funding source is not found.

Fiscal Impact:

Route	Cost	Comments
Extension to Pojoaque route	$2,379.00	This additional cost can be readily absorbed in the adopted FY 13 budget.
Las Trampas route	($148,668.57)	These funds could be reallocated if the Board chooses to eliminate this route. It is recommended that before a decision is made to cease this service that the residents of Las Trampas be given notice of the Boards contemplation of such possible action and that staff hold a community meeting to solicit comments.
Chama additional day per week	$53,353.86	These additional costs were not budgeted for.
Request from Santa Fe County for a new route from Golden to Santa Fe. (Route needs assessment for ridership.)	$115,920.35	Four trips per day/five days per week. Cost does not include capital for vehicle purchase which is estimated at $60,000 (14 passenger cutaway). These additional costs were not budgeted for.
JARC Funds to supplant the use of GRT on existing eligible route.	($50,000.00)	Allocation of $50,000 in additional JARC funding received for FY 2013 which supplants use of RT GRT. The unknown is whether this JARC funding can be counted on as annually reoccurring revenue.
Available Net after reallocation of funds	($27,015.65)	
Capital Purchase - Van	$60,000.00	Maybe be able to avoid this expenditure by allocating the Las Trampas bus to this route, which is a 12 passenger vehicle.
Amount need for funding potential route reallocations	($32,984.35)	

Attachments:
Assessment report

Annual Route Evaluation - 2012

Route	Suggested Changes	Associated Cost	Recommended Changes	Cost Per Trip History
Questa-Taos	Security officer for students	Approx $10,400.00 per year based on 2 hrs per day 5 days per week.	Discuss issue with school officials and enforce suspension policy	FY 2010 = $12.15 FY2011 = $10.77 FY 2012 = $11.37
	Remove graffiti on bus shelter in San Cristobal	none	cleaned immediately	
	Add another day per week for a one hour stop at Wal-mart like we currently do on Weds.	This would add one hour per week incurring overtime for the driver approx $1,465.36 annually	since it involves add'l cost it was considered but not recommended	
	Delete Womans Health Ctr from schedule	This stop has not been used in about one year	delted from schedule	
Penasco-Taos	Delete Rodarte stop as this has not be used.	none	stop deleted	FY 2010 = $24.76 FY 2011 = $23.95 FY 2012 = $16.85
	Add a stop at the low income housing development	none	stop added	
	Need to move sign at the Penasco Community Center where we do not stop to San Antonio Catholic Church where we do stop	none	staff will move sign	
	Need sign at the Talpa Community Center	none	staff will add sign	
	There is a double faced sign at Pot Creek which needs to be removed as we do not stop there anymore	none	staff will remove sign	
Taos - Espanola	AM schedule is tight the Park and Ride leaves at 6:12 am and this bus arrives at 6:10 am. We tried to work with P&R but could not get an extra 10 min.	none	Driver now calls P&R to hold bus if necessary	FY 2010 = $25.55 FY 2011 = $18.43 FY 2012 = $15.01
	Park & Ride in the evening arrives 10 minutes later due to recent schedule change our bus must wait and leave later this bus leave later	none	Driver now calls P&R to see if there are transfers	
	Highway re-alighment in Taos relocated our Lota-Burger stop to Town of Taos bus stop #35	none	Changed stop to align with Taos Chile Line	
West Side	Eliminated Old Martinez Garage stop	none	no one using deleted from schedule	FY 2010 = $23.99 FY 2011 = $18.00 FY 2012 = $12.98

Annual Route Evaluation - 2012

	Request for add'l stop at American Spirit Homes	none	customer requests added to our schedule	
	Removed Vally National Bank	none	no one using deleted from schedule	
	Removed third stop at PNM	none	no one using deleted from schedule	
UNM Klauer	Students have asked for a stop at the South Side Fitness Center because there are new fitness classes being held there north bound stop is ok however south bound would be a problem due to the traffic on Hwy 68	none	will need to study safety concerns before instituting	FY 2010 = $46.85 FY 2011 = $37.00 FY 2012 = $ 38.85
Red River	Passenger request for a stop at the Donut Shop inbound and at the Miners Mall outbound	none	recommend meeting with the Town before implementing date pending	FY 2010 = $77.30 FY 2011 = $37.29 FY 2012 = $26.68
Riverside	Bus stop signs need to be turned to face oncoming traffic	none	will be implemented by staff	FY 2010 = $17.37 FY 2011 = $8.18 FY 2012 = $4.87
Espanola-Santa Fe	Pojoaque Sports bar stop changed Pojoaque Park and Ride location by the Cities of Gold Hotel	none	completed	FY 2010 = $11.91 FY 2011 = $8.20 FY 2012 = $6.50
NM 599	no recommendations			FY 2011 = $32.05 FY 2012 = $21.36
Tesuque	Change Cities of Gold stop to Pojoaque Park and Ride stop	none	approved and change made on new schedule	FY 2010 = $22.06 FY 2011 = $18.00 FY 2012 = $21.47
Eldorado	no recommendations			FY 2011 = $19.15 FY 2012 = $17.83
Los Alamos	Change Sports Bar stop to Pojoaque Park and Ride stop by Cities of Gold Hotel	None	done 6-28-2012	FY 2010 = $147.72 FY 2011 = $87.48 FY 2012 = $84.83
Chimayo	Shelter at Country Store damaged and needs to be replaced.	cost for contractor Mike Kelly working with Arnold Padilla	in process	FY 2010 = $72.57 FY 2011 = $37.27 FY 2012 = $37.52
	Remove stop at Tiendita del Paes do not pick up passengers at this stop	cost for contractor Mike Kelly working with Arnold Padilla	Remove shelter could move to Country Store stop	
Espanola-El Rito-Chimayo	Remove stop at Old Sign Co people requsted but never used	none	completed	FY 2010 = $48.58 FY 2011 = $48.26 FY 2012 = $45.93
	Stop at KFC (now closed) not used	none	completed	
Pojoaque	Take off Buffalo Thunder stop	none	completed	FY 2010 = $58.73 FY 2011 = $34.16
	Change Cities of Gold Hotel stop to Pojoaque Park and Ride	none	completed	FY 2012 = $45.23
	Expand route to Nambe Travel Center	$2,379.00 annually 75 miles per week times 52 times $.61	discuss with Board	

Financial Summary – June 30, 2012

- The District is in the process of completing finance processes for FY12. We are 100 percentile of the Fiscal Year – this report is compiled from records as of June 30, 2012. A few outstanding June invoices and receivables are being processed. The board will be presented with a final budget in September.

- Based on the expenditure controls the Director put in place you will see in the following reports that the Districts expenditures for the month of June are much lower than previous months.

- Revenue received to date is 98% of budgeted revenues,
  - We have accrued the GRT revenue for the months of May and June – The decrease in Los Alamos GRT is where our shortage in revenue was
  - There are still some pending receivables from tribal entities and the FTA.

- GRT Revenue
  - Is usually 2 months behind. Received GRT from the counties through April 2012 (this was received in June). May and June GRT will be received in July and August.
  - The numbers for the month of June has not been posted by the NM Tax and Rev Department so those numbers will be forthcoming.

- Expenditures are at the 93.6 percentile due to:
  - Operating Expenses are lower than the 100% due to the directive from the Director to control expenses for last couple of months of fiscal year.
  - Delay in the completion of the Transit Center in Espanola.
  - It appears from these preliminary numbers that the District will have stayed under budget in terms of expenditures again this fiscal year.

Other Financial Updates

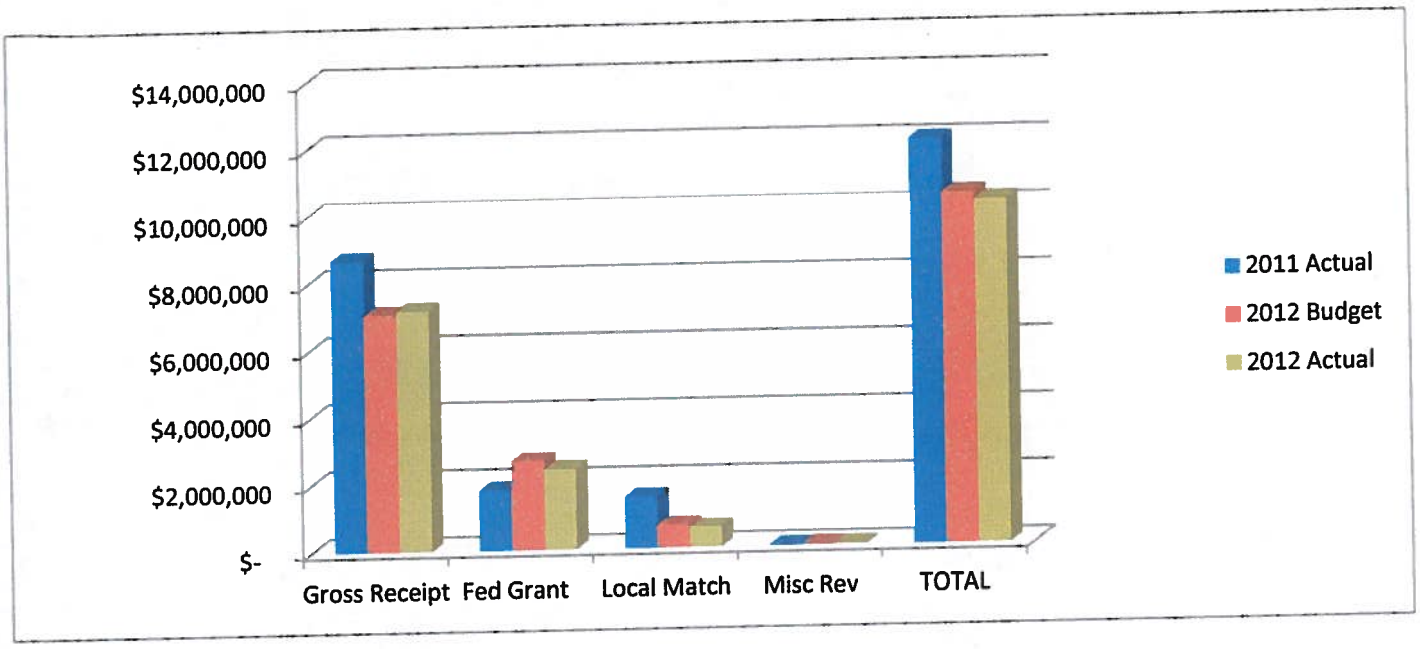
- Federal Transit Administration – Financial Management Overview
  - We have responded to the Review comments and are awaiting a response from the FTA. As soon as this report is received it will be scheduled for presentation to the Board.
- NM Department of Transportation – Office of Inspector General Audit
  - NM Dept. of Transportation audit – the auditor from the Inspector General has completed her work in our office. She is now compiling and gathering all the data she collected. This audit goes back 4 years; covering the period from July 1, 2007 to September 30, 2011. As soon as this report is ready we will present it to the Board.
- Annual State Audit
  - The NCRTD will close is books on July 31. This will allow us a month to prepare our books for our Annual State Audit to begin around September 1.

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD Revenue by Sources

As of June 30, 2012

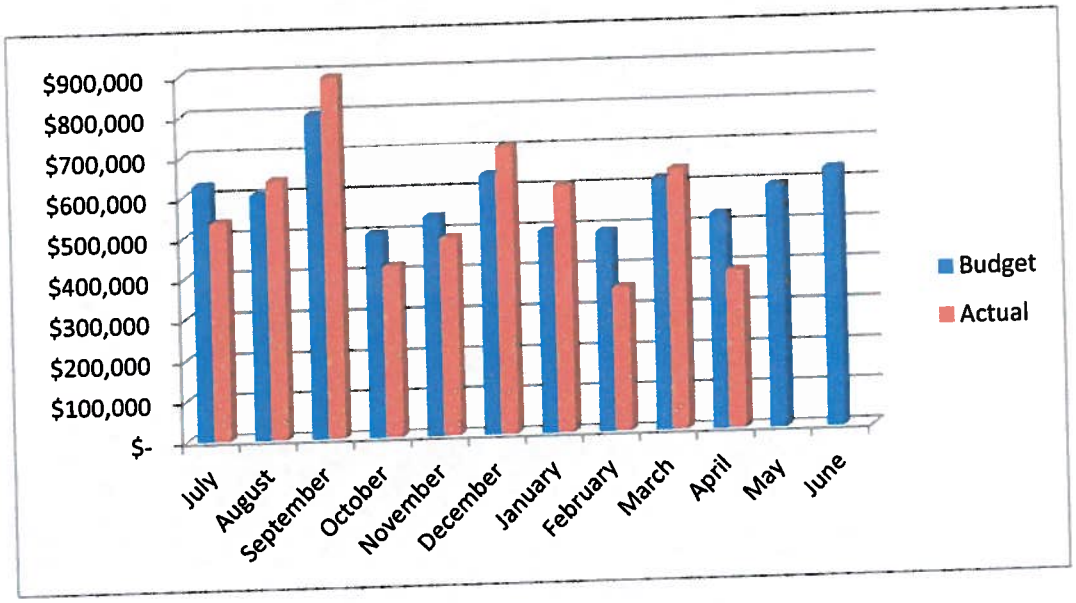


		2011 Actual		2012 Budget		2012 Actual	% of Actual vs budget
Gross Receipt	$	8,683,973	$	7,075,929	$	7,183,334	101.5%
Fed Grant	$	1,806,302	$	2,654,582	$	2,397,697	90.3%
Local Match	$	1,540,000	$	679,173	$	600,000	88.3%
Misc Rev	$	28,716	$	40,000	$	56,140	140.4%
TOTAL	$	12,058,991	$	10,449,684	$	10,237,171	98.0%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue Thru June 30, 2012



Budget to Actual FY2012

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 629,761	$ 537,428	85%
August	$ 603,758	$ 637,978	106%
September	$ 799,524	$ 890,381	111%
October	$ 502,282	$ 421,413	84%
November	$ 539,265	$ 487,320	90%
December	$ 639,028	$ 706,831	111%
January	$ 496,347	$ 607,499	122%
February	$ 491,010	$ 354,166	72%
March	$ 618,868	$ 641,741	104%
April	$ 526,774	$ 388,667	74%
May	$ 595,164		
June	$ 634,149		
May 2012 YTD	**$ 7,075,930**	**$ 5,673,423**	**80%**

Prior Year vs. Current Year

($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 681,487	$ 537,428	$ (144,059)
August	$ 610,886	$ 637,978	$ 27,092
September	$ 879,235	$ 890,381	$ 11,146
October	$ 557,509	$ 421,413	$ (136,096)
November	$ 548,199	$ 487,320	$ (60,879)
December	$ 681,021	$ 706,831	$ 25,810
January	$ 514,956	$ 607,499	$ 92,543
February	$ 503,945	$ 354,166	$ (149,779)
March	$ 633,897	$ 641,741	$ 7,844
April	$ 535,321	$ 388,667	$ (146,654)
May *	$ -	$ -	
June *	$ -	$ -	
May 2012 YTD	**$ 6,146,456**	**$ 5,673,422**	**$ (473,034)**

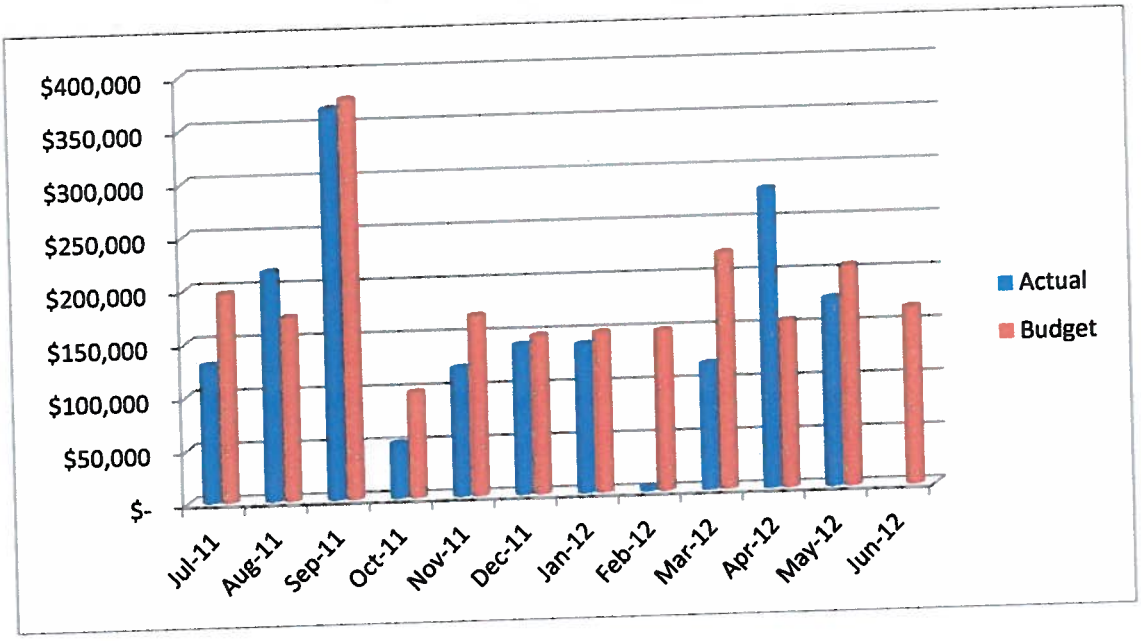
* Note in FY11 we only received 10 months of actual GRT due to the fact that the tax did not start until July of 2010 and GRT lags about 2 months behind

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



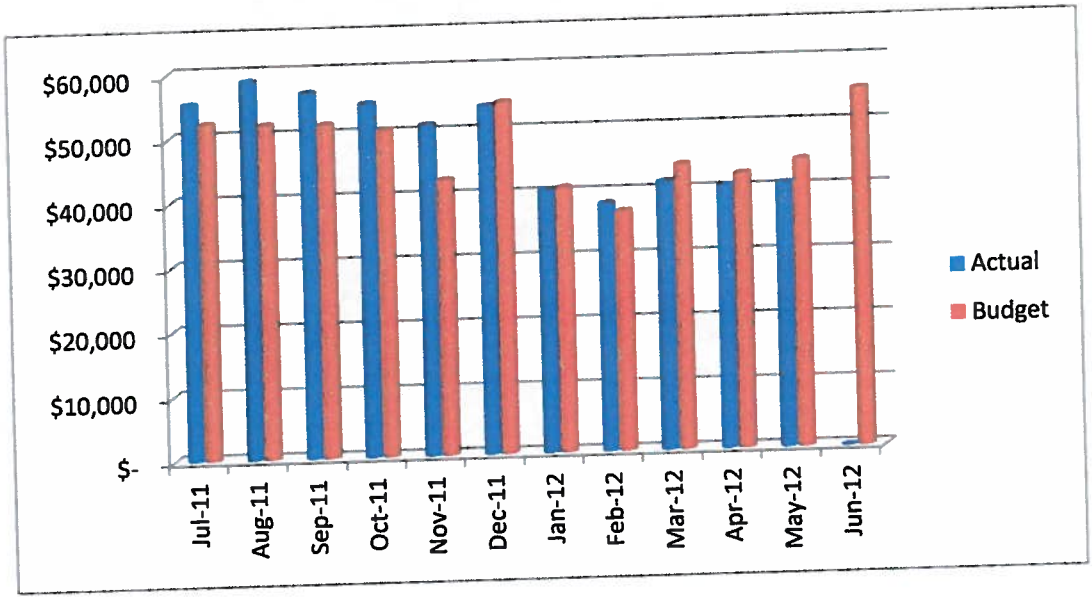
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/19/2011	Jul-11	$ 130,018	$ 196,543	66%
10/26/2011	Aug-11	$ 215,861	$ 172,528	125%
11/22/2011	Sep-11	$ 367,025	$ 375,711	98%
12/23/2011	Oct-11	$ 51,498	$ 99,157	52%
1/26/2012	Nov-11	$ 120,772	$ 169,430	71%
2/23/2012	Dec-11	$ 140,847	$ 148,735	95%
3/21/2012	Jan-12	$ 139,742	$ 150,174	93%
4/24/2012	Feb-12	$ 3,770	$ 150,395	3%
5/24/2012	Mar-12	$ 118,403	$ 221,554	53%
6/25/2012	Apr-12	$ 280,600	$ 156,371	179%
Not Received	May-12	$ 176,478	$ 206,503	85%
Not Received	Jun-12		$ 166,221	0%
	YTD Total	$ 1,745,012	$ 2,213,322	79%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



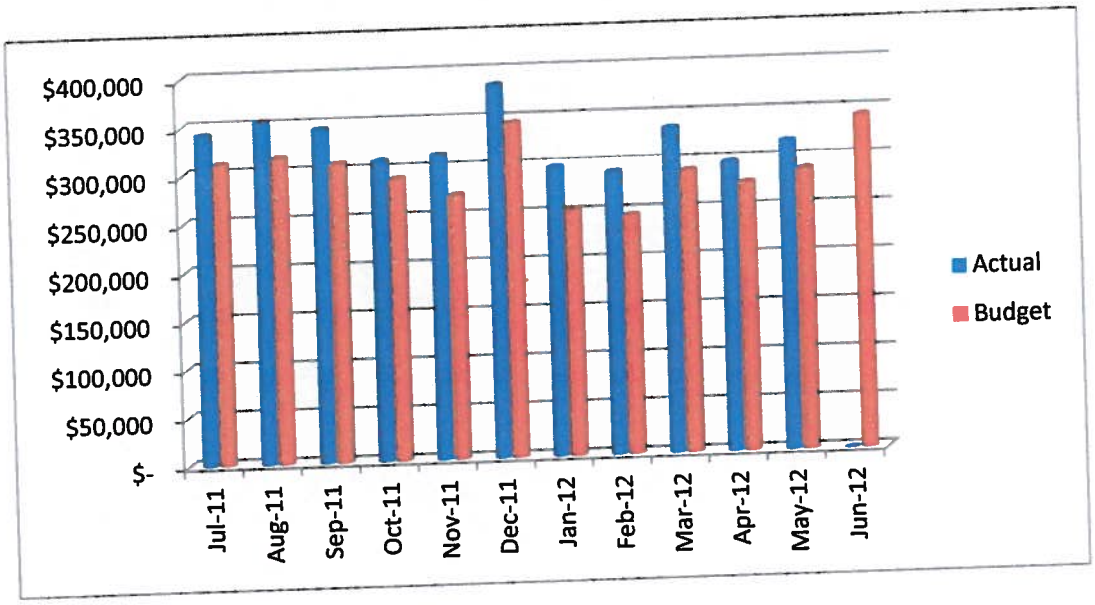
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
11/14/2011	Jul-11	$ 55,408	$ 52,248	106%
11/14/2011	Aug-11	$ 58,814	$ 51,907	113%
3/16/2012	Sep-11	$ 56,781	$ 51,764	110%
3/16/2012	Oct-11	$ 54,911	$ 50,656	108%
2/3/2012	Nov-11	$ 51,363	$ 42,696	120%
2/29/2012	Dec-11	$ 54,028	$ 54,550	99%
5/10/2012	Jan-12	$ 40,611	$ 41,019	99%
5/10/2012	Feb-12	$ 38,417	$ 37,153	103%
5/24/2012	Mar-12	$ 41,602	$ 44,146	94%
6/20/2012	Apr-12	$ 40,766	$ 42,554	96%
Not Received	May-12	$ 40,949	$ 44,516	92%
Not Received	Jun-12		$ 55,319	
	YTD Total	$ 533,650	$ 568,528	94%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/21/2011	Jul-11	$ 341,717	$ 311,575	110%
10/20/2011	Aug-11	$ 353,581	$ 316,188	112%
11/21/2011	Sep-11	$ 344,672	$ 308,913	112%
12/20/2011	Oct-11	$ 310,170	$ 291,347	106%
1/26/2012	Nov-11	$ 314,413	$ 272,539	115%
2/22/2012	Dec-11	$ 385,881	$ 345,997	112%
3/26/2012	Jan-12	$ 298,696	$ 253,909	118%
4/20/2012	Feb-12	$ 291,582	$ 246,811	118%
5/21/2012	Mar-12	$ 336,024	$ 291,525	115%
6/18/2012	Apr-12	$ 299,091	$ 276,975	108%
Not Received	May-12	$ 318,839	$ 289,396	110%
Not Received	Jun-12		$ 343,513	
	YTD Total	$ 3,594,666	$ 3,548,688	101%

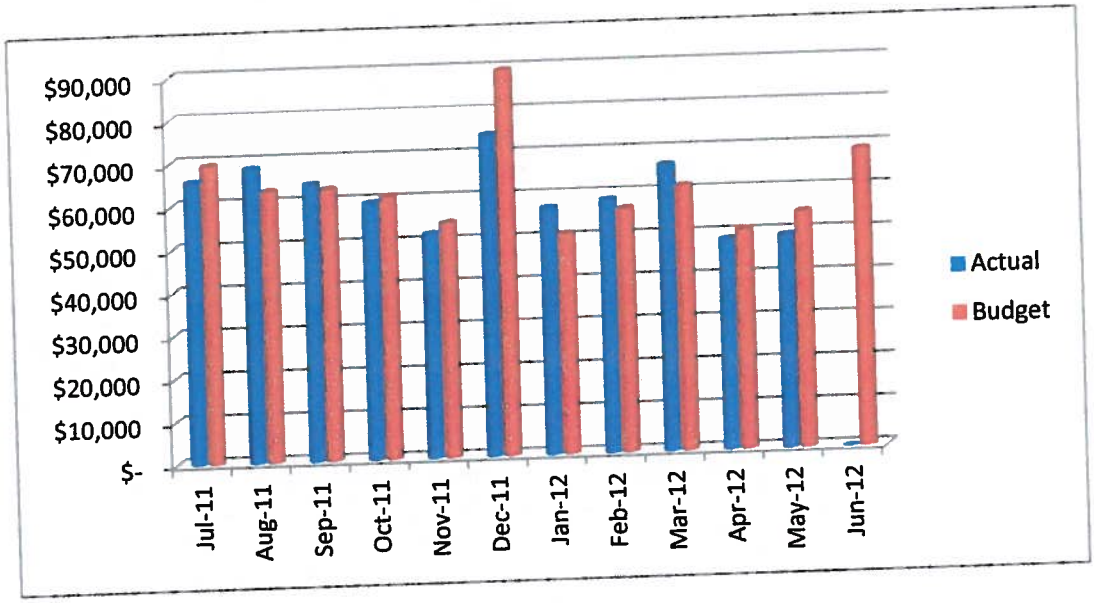
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

TAOS COUNTY

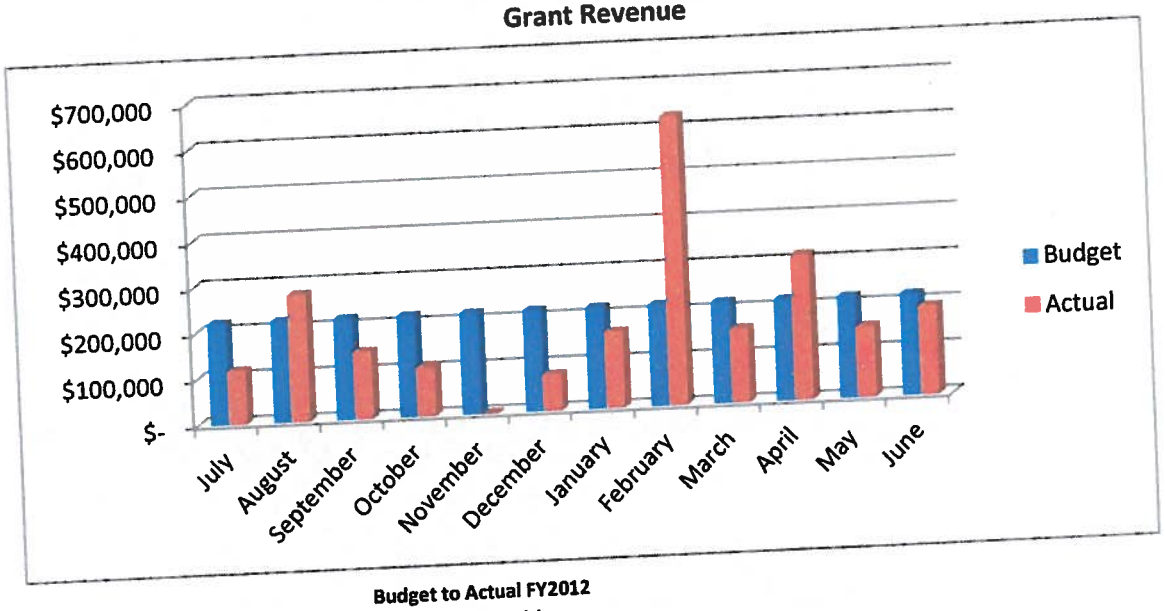


Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/21/2011	Jul-11	$ 65,693	$ 69,396	95%
10/20/2011	Aug-11	$ 68,537	$ 63,135	109%
11/23/2011	Sep-11	$ 64,462	$ 63,135	102%
12/22/2011	Oct-11	$ 59,745	$ 61,122	98%
1/20/2012	Nov-11	$ 52,134	$ 54,600	95%
2/22/2012	Dec-11	$ 74,712	$ 89,745	83%
3/21/2012	Jan-12	$ 57,367	$ 51,246	112%
4/19/2012	Feb-12	$ 58,815	$ 56,650	104%
5/24/2012	Mar-12	$ 66,684	$ 61,644	108%
6/21/2012	Apr-12	$ 48,810	$ 50,873	96%
Not Received	May-12	$ 49,419	$ 54,749	90%
Not Received	Jun-12		$ 69,096	
	YTD Total	$ 666,378	$ 745,391	89%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Grant Revenue



Budget to Actual FY2012
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 221,215	$ 117,255	53%
August	$ 221,215	$ 277,214	125%
September	$ 221,215	$ 147,307	67%
October	$ 221,215	$ 106,559	48%
November	$ 221,215	$ -	0%
December	$ 221,215	$ 78,638	36%
January	$ 221,215	$ 166,375	75%
February	$ 221,215	$ 630,114	285%
March	$ 221,215	$ 160,966	73%
April	$ 221,215	$ 315,561	143%
** May	$ 221,216	$ 153,703	69%
June	$ 221,216	$ 192,660	87%
May 2012 YTD	**$ 2,654,582**	**$ 2,346,351**	

** June is not complete yet this is actual as of 6/21/12

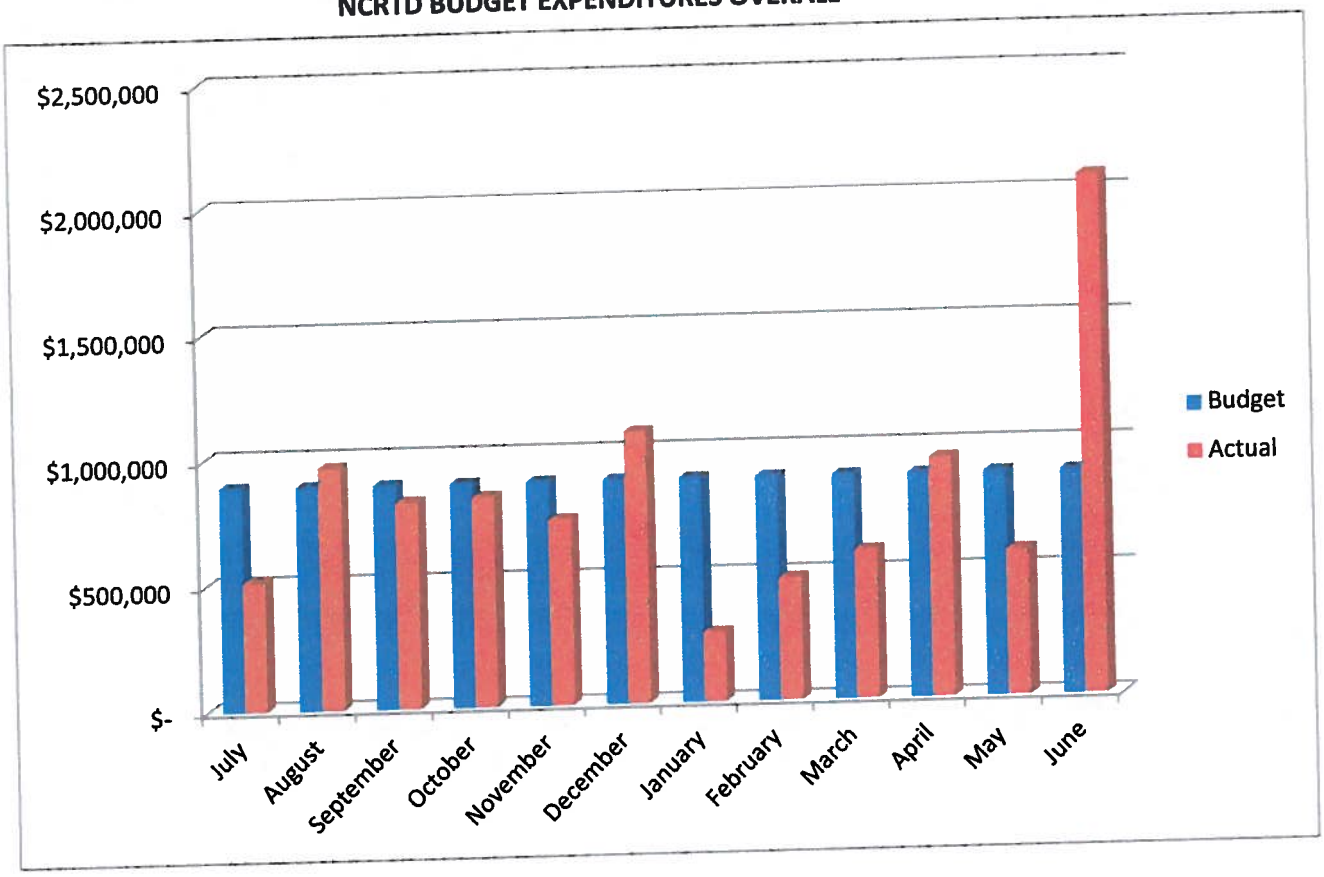
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 163,386	$ 117,255	$ (46,131)
August	$ 84,915	$ 277,214	$ 192,299
September	$ 115,647	$ 147,307	$ 31,660
October	$ 84,949	$ 106,559	$ 21,610
November	$ 148,331	$ -	$ (148,331)
December	$ 126,966	$ 78,638	$ (48,328)
January	$ 94,937	$ 166,375	$ 71,438
February	$ 8,241	$ 630,114	$ 621,873
March	$ 189,863	$ 160,966	$ (28,897)
April	$ 94,204	$ 315,561	$ 221,357
May	$ 207,289	$ 153,703	$ (53,586)
June	$ 440,980	$ 192,660	$ (248,320)
May 2012 YTD	**$ 1,759,708**	**$ 2,346,351**	

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2012
($ thousands)

		Budget		Actual		Inc/Dec of Budget vs Actual
July	$	891,640	$	513,656	$	377,984
August	$	891,640	$	963,643	$	(72,003)
September	$	891,640	$	821,573	$	70,067
October	$	891,640	$	836,426	$	55,214
November	$	891,640	$	739,593	$	152,047
December	$	891,640	$	1,080,601	$	(188,961)
January	$	891,640	$	275,156	$	616,484
February	$	891,640	$	485,137	$	406,503
March	$	891,641	$	591,099	$	300,542
April	$	891,641	$	950,846	$	(59,205)
May	$	891,641	$	579,353	$	312,288
** June	$	891,641	$	2,067,932	$	(1,176,291)
June 2012 YTD	$	**10,699,684**	$	**9,905,015**	$	794,669

93%

TOTAL NCRTD Budget $ **10,699,684**

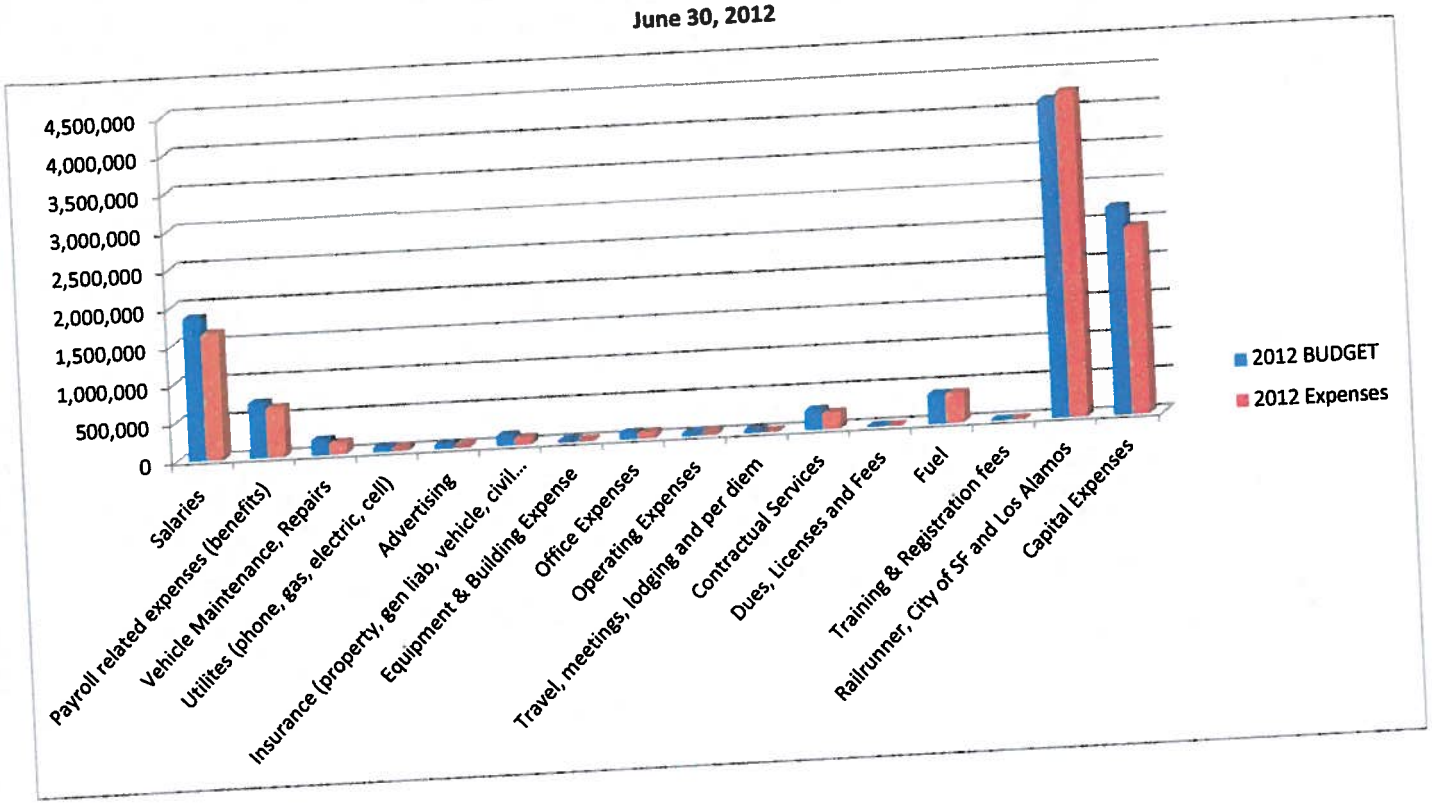
** Not a final number. Documents are still being processed

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD Expenses by Type

June 30, 2012



Comparative Expenses by Type

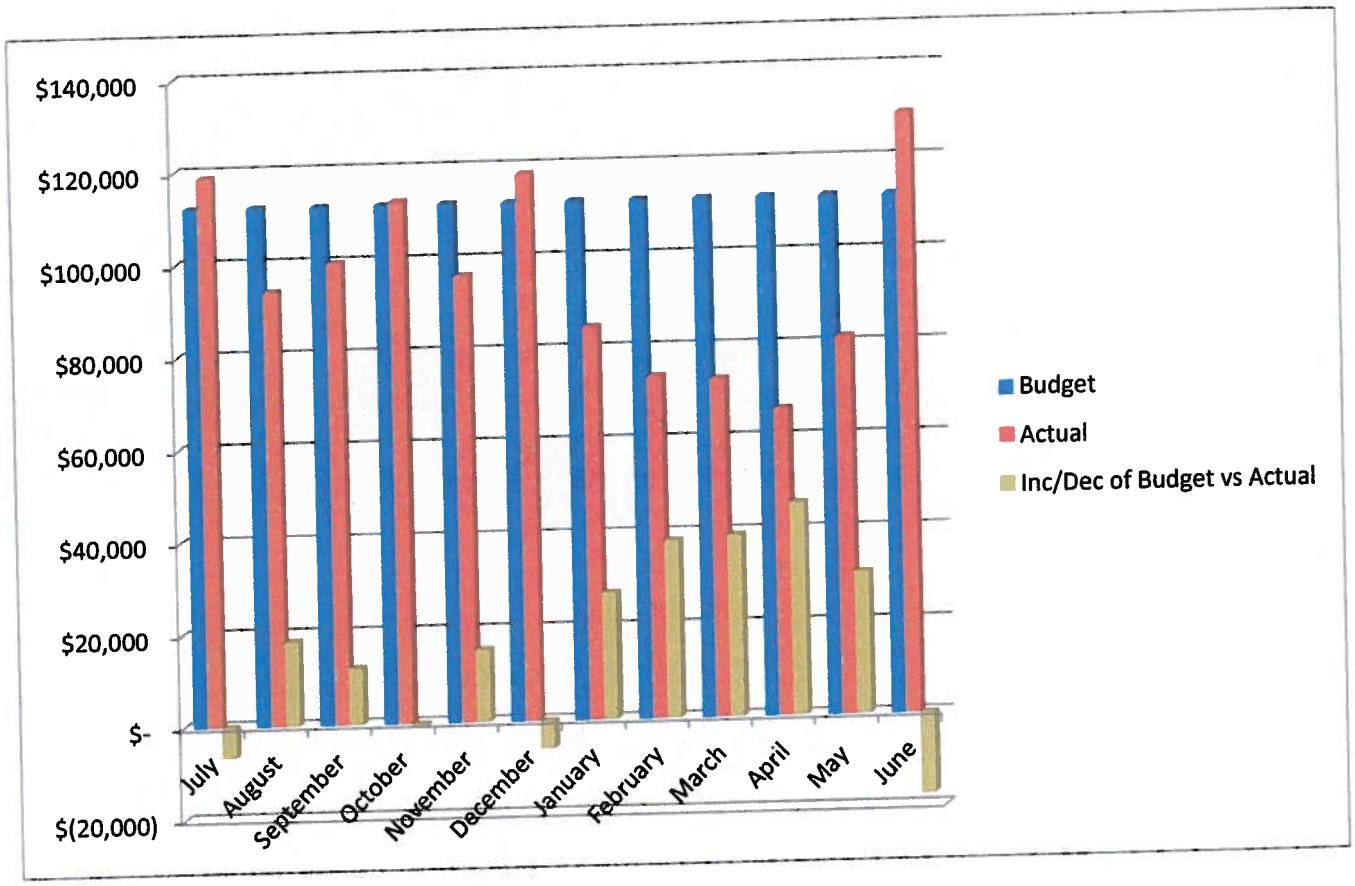
	2012 BUDGET $	2012 Expenses $	YTD Budget Variance - 100%
Salaries	1,858,672	1,648,518	88.7%
Payroll related expenses (benefits)	713,890	642,990	90.1%
Vehicle Maintenance, Repairs	189,000	148,299	78.5%
Utilites (phone, gas, electric, cell)	60,260	36,277	60.2%
Advertising	55,000	24,091	43.8%
Insurance (property, gen liab, vehicle, civil rights)	127,939	86,624	67.7%
Equipment & Building Expense	28,400	16,033	56.5%
Office Expenses	79,676	71,408	89.6%
Operating Expenses	30,900	25,283	81.8%
Travel, meetings, lodging and per diem	36,600	11,805	32.3%
Contractual Services	254,600	209,710	82.4%
Dues, Licenses and Fees	6,100	2,026	33.2%
Fuel	382,001	382,190	100.0%
Training & Registration fees	7,525	6,360	84.5%
Railrunner, City of SF and Los Alamos	4,157,160	4,257,128	102.4%
Capital Expenses	2,712,261	2,442,166	90.0%
TOTAL	10,699,984	10,010,907	93.6%

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Administration Expense Summary

Year to Date Budget Variance - 100%



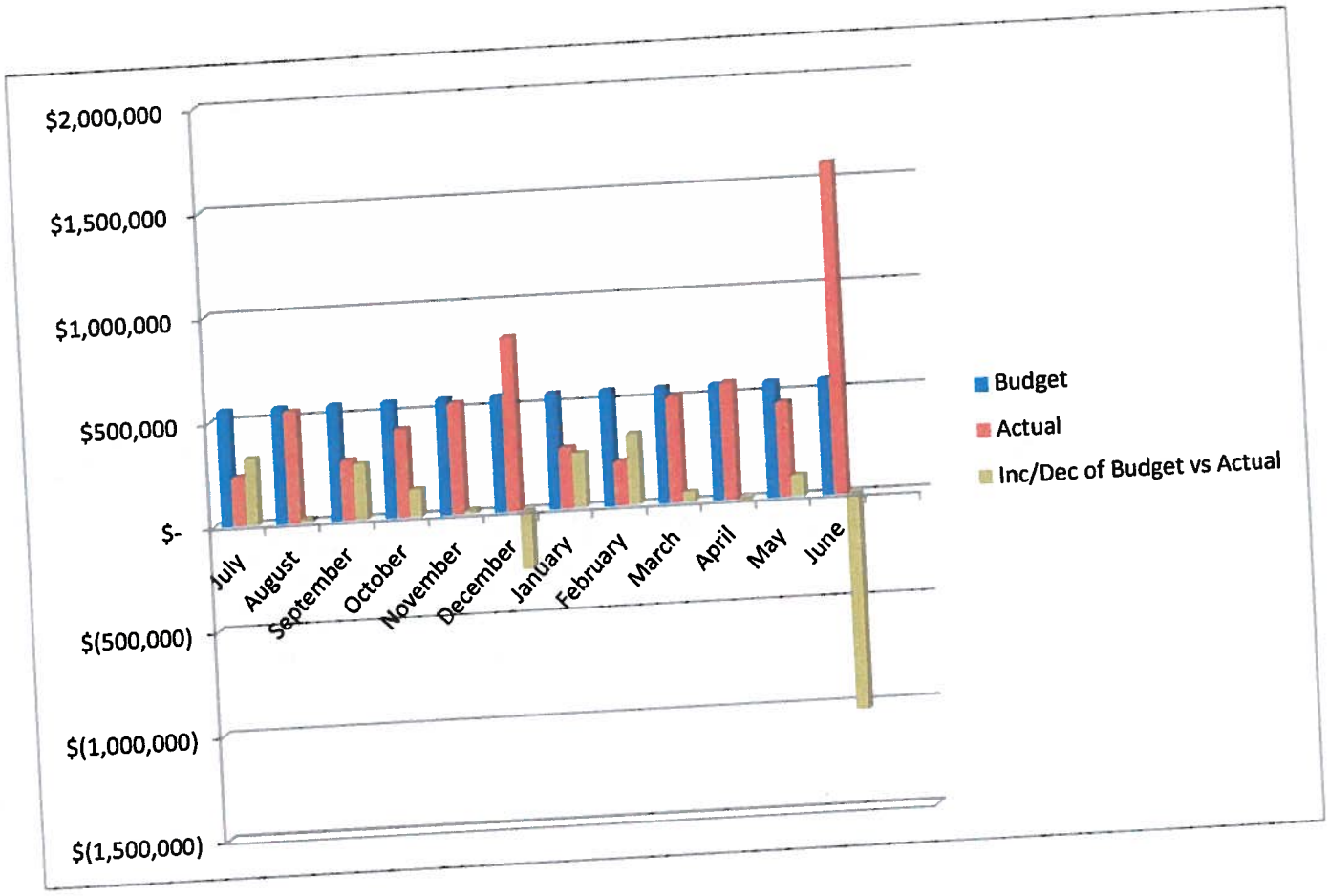
Budget to Actual FY2012
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 100%
July	$ 112,226	$ 118,824	$ (6,599)	
August	$ 112,226	$ 93,923	$ 18,302	
September	$ 112,226	$ 99,915	$ 12,311	
October	$ 112,226	$ 112,867	$ (642)	
November	$ 112,226	$ 96,559	$ 15,667	
December	$ 112,226	$ 118,295	$ (6,070)	
January	$ 112,226	$ 84,836	$ 27,389	
February	$ 112,226	$ 73,851	$ 38,375	
March	$ 112,226	$ 72,988	$ 39,237	
April	$ 112,226	$ 66,273	$ 45,952	
May	$ 112,226	$ 81,556	$ 30,669	
** June	$ 112,226	$ 129,639	$ (17,413)	
June 2012 YTD	**$ 1,346,706**	**$ 1,149,528**		**85.4%**

** Still processing documents. Not a final number

MONTHLY BOARD REPORT
FY2012 (July 1, 2011 to June 30, 2012)
Operating Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2012
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 100%
July	$ 553,393	$ 233,373	$ 320,020	
August	$ 553,393	$ 534,427	$ 18,966	
September	$ 553,393	$ 285,668	$ 267,725	
October	$ 553,393	$ 421,878	$ 131,515	
November	$ 553,393	$ 533,302	$ 20,091	
December	$ 553,393	$ 830,383	$ (276,990)	
January	$ 553,393	$ 290,318	$ 263,075	
February	$ 553,393	$ 212,341	$ 341,052	
March	$ 553,393	$ 503,934	$ 49,459	
April	$ 553,393	$ 559,290	$ (5,897)	
May	$ 553,393	$ 451,028	$ 102,365	
** June	$ 553,393	$ 1,583,395	-1,030,001.98	
June 2012 YTD	**$ 6,640,716**	**$ 6,439,336**		**97.0%**

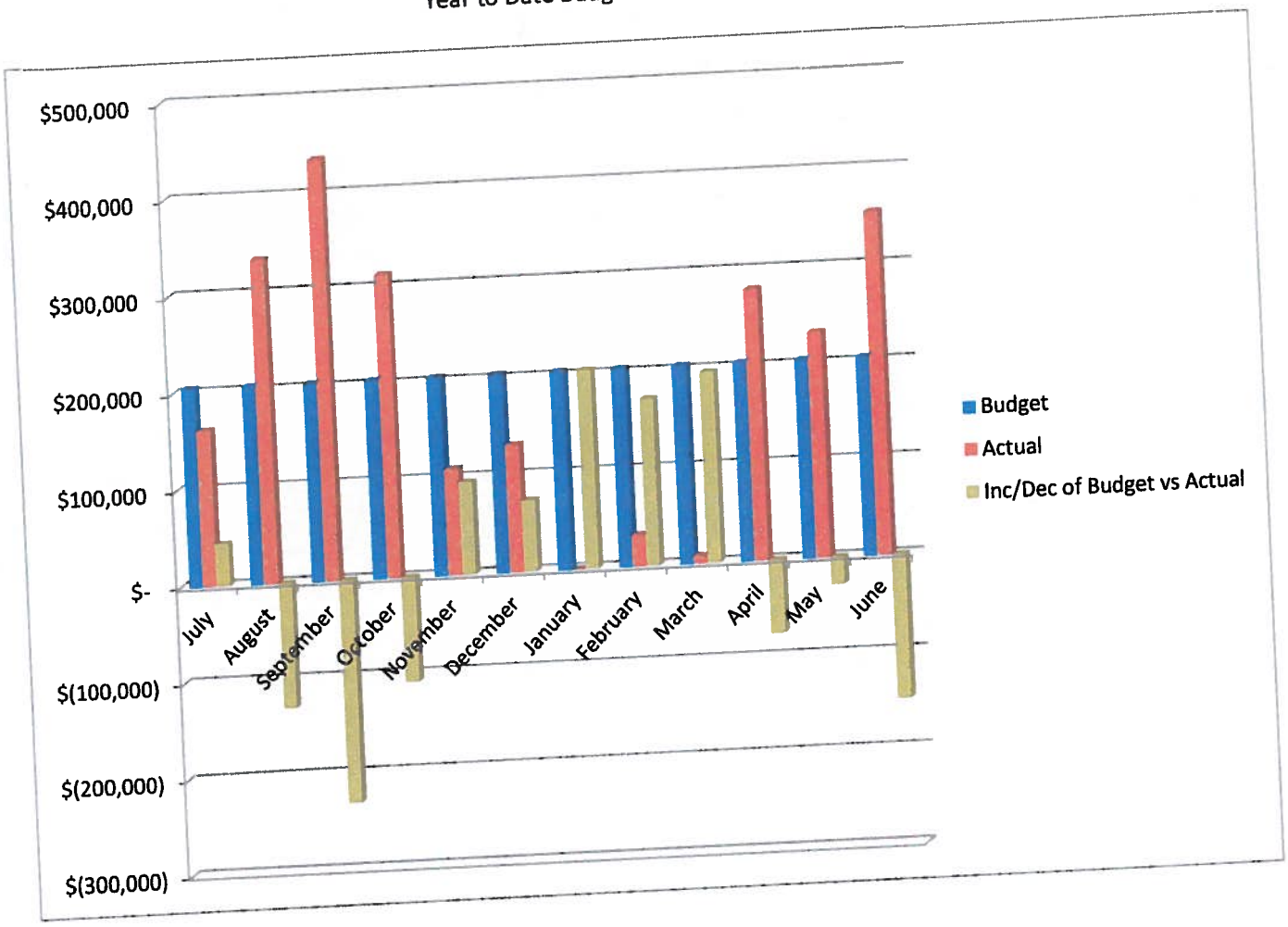
** Still processing documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Capital Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2012
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 100%
July	$ 205,188	$ 161,459	$ 43,729	
August	$ 205,188	$ 335,292	$ (130,104)	
September	$ 205,188	$ 435,990	$ (230,802)	
October	$ 205,188	$ 313,674	$ (108,486)	
November	$ 205,188	$ 109,732	$ 95,456	
December	$ 205,188	$ 131,625	$ 73,563	
January	$ 205,188	$ -	$ 205,188	
February	$ 205,189	$ 32,433	$ 172,756	
March	$ 205,189	$ 7,749	$ 197,440	
April	$ 205,189	$ 280,617	$ (75,428)	
May	$ 205,189	$ 233,064	$ (27,875)	
** June	$ 205,189	$ 354,898	$ (149,709)	97.3%
February 2012 YTD	$ 2,462,261	$ 2,396,533		

** Still processing documents. Not a final number

Financial Summary – July 21, 2012

- Fiscal Year 2013 started on July 1, 2012 so the District is just under the 8 percentile for this first month of the new fiscal year. This report is compiled from records as of July 21, 2012. There are still outstanding invoices and revenues that need to be accounted for.

- The following charts and tables reflect the allocated budget and revenue based upon dividing the total amount by 12 and accounting for it monthly. As the NCRTD creates a better history based on the new budgeting by Department we will be better able to allocate by month in FY14.

- As of July 21, 2012 the only revenue received is bank interest and the proceeds from auctioned vehicles.

- GRT Revenue
  - Is usually 2 months behind. July GRT will be received in September.

- Expenditures are at 1.7 percentile due to:
  - The Fiscal Year just started
  - Documents are still being processed, since most documents were paid in June the District has created very few FY13 invoices as of yet.
  - Move into new Facility has not yet happened

Other Financial Updates

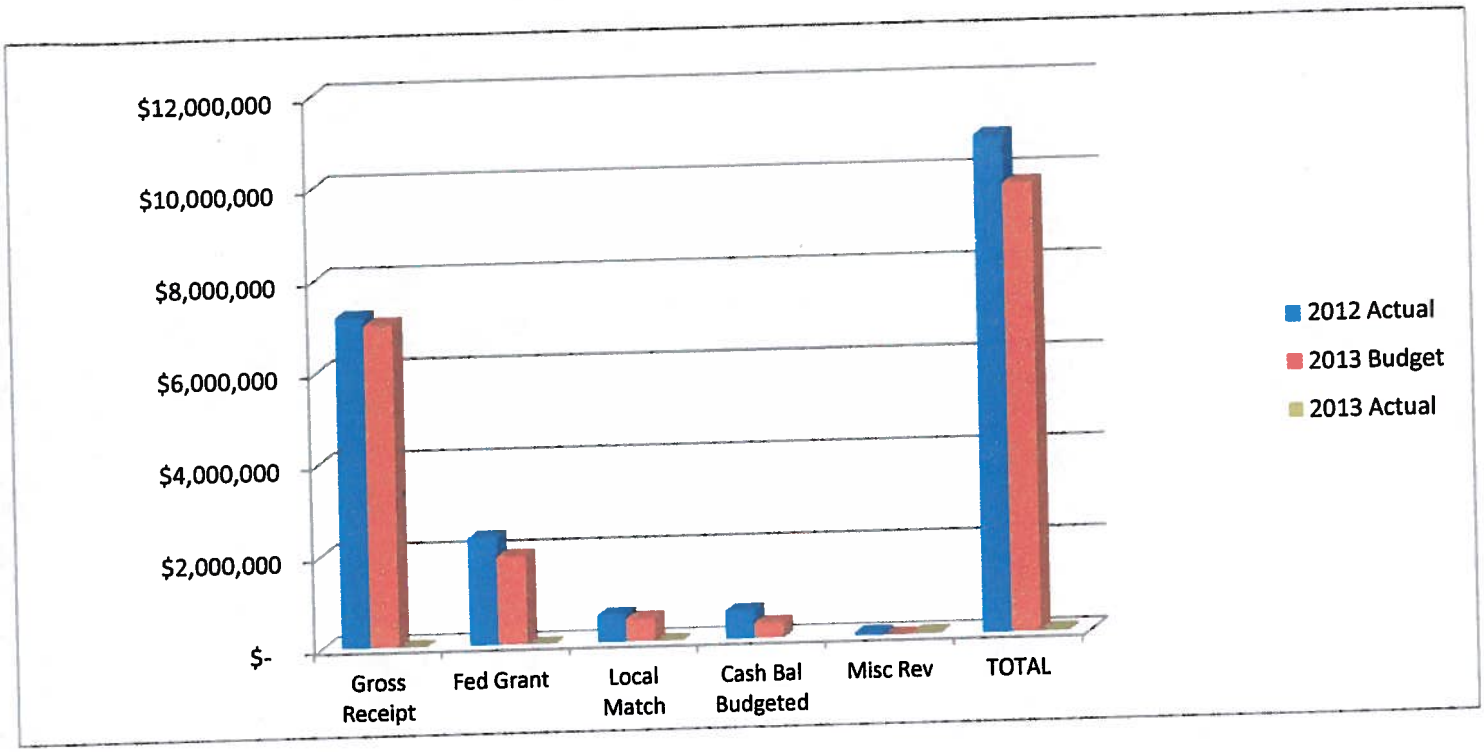
- Federal Transit Administration – Financial Management Overview
  - We have responded to the Review comments and are awaiting a response from the FTA.
- NM Department of Transportation – Office of Inspector General Audit
  - NM Dept. of Transportation audit – the auditor from the Inspector General has completed her work in our office. She is now compiling and gathering all the data she collected. This audit goes back 4 years; covering the period from July 1, 2007 to September 30, 2011. As soon as this report is ready we will present it to the Board.
- Annual State Audit
  - The NCRTD will close is books on July 31. This will allow us a month to prepare our books for our Annual State Audit to begin around September 1.

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD Revenue by Sources

As of July 21, 2012

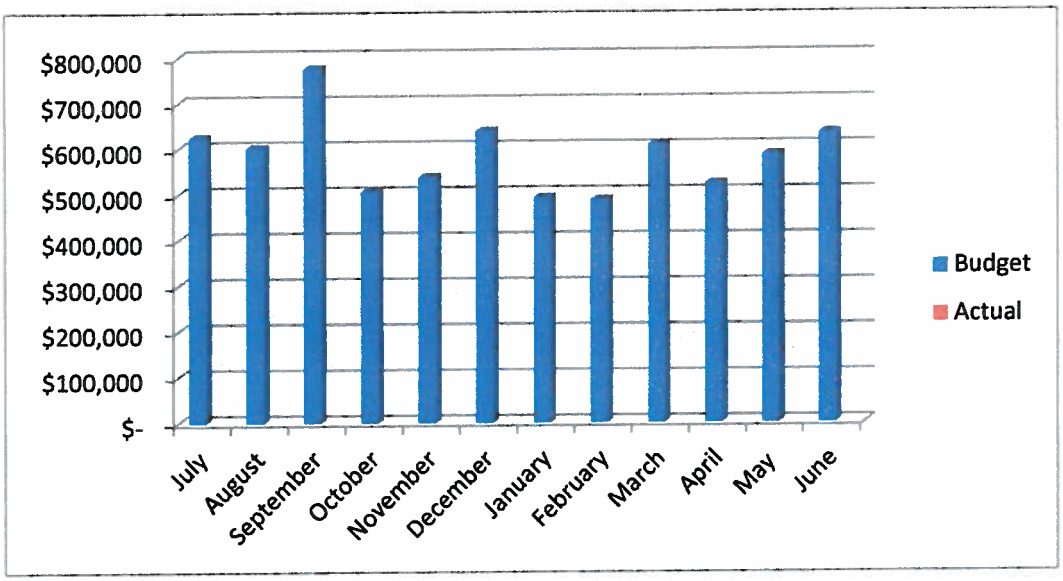


	2012 Actual	2013 Budget	2013 Actual	% of Actual vs budget
Gross Receipt	$ 7,183,334	7,013,800	$ -	0.0%
Fed Grant	$ 2,346,352	1,917,880	$ -	0.0%
Local Match	$ 600,000	500,000	$ -	0.0%
Cash Bal Budgeted	$ 621,032	333,000		
Misc Rev	$ 56,140	-	$ 29,914	
TOTAL	$ 10,806,858	9,764,680	$ 29,914	0.3%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue Thru July 21, 2012



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 624,425		0%
August	$ 602,595		0%
September	$ 776,092		0%
October	$ 506,704		0%
November	$ 536,922		0%
December	$ 638,669		0%
January	$ 492,211		0%
February	$ 486,854		0%
March	$ 608,187		0%
April	$ 522,719		0%
May	$ 585,819		0%
June	$ 632,603		0%
May 2012 YTD	**$ 7,013,800**	**$ -**	**0%**

Prior Year vs. Current Year

($ thousands)

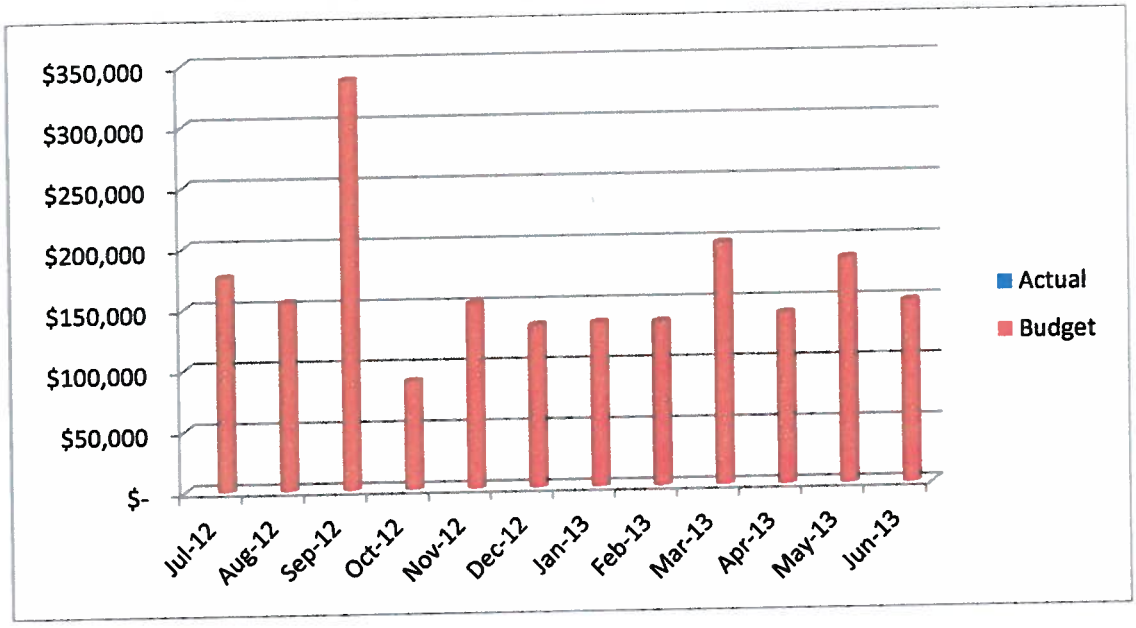
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 537,428		$ (537,428)
August	$ 637,978		$ (637,978)
September	$ 890,381		$ (890,381)
October	$ 421,413		$ (421,413)
November	$ 487,320		$ (487,320)
December	$ 706,831		$ (706,831)
January	$ 607,499		$ (607,499)
February	$ 354,166		$ (354,166)
March	$ 641,741		$ (641,741)
April	$ 388,667		$ (388,667)
May	$ -	$ -	
June	$ -	$ -	
May 2012 YTD	**$ 5,673,424**	**$ -**	**$ (5,673,424)**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



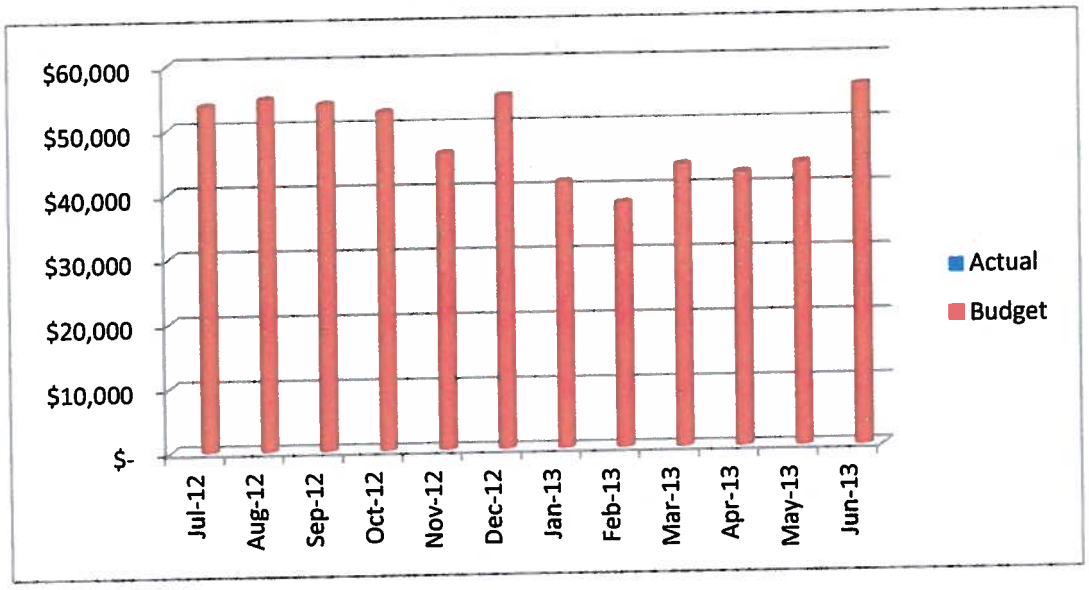
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-12		$ 176,002	0%
Aug-12		$ 154,497	0%
Sep-12		$ 336,445	0%
Oct-12		$ 88,794	0%
Nov-12		$ 151,722	0%
Dec-12		$ 133,190	0%
Jan-13		$ 134,479	0%
Feb-13		$ 134,677	0%
Mar-13		$ 198,398	0%
Apr-13		$ 140,028	0%
May-13		$ 184,921	0%
Jun-13		$ 148,847	0%
YTD Total	$ -	$ 1,982,000	0%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



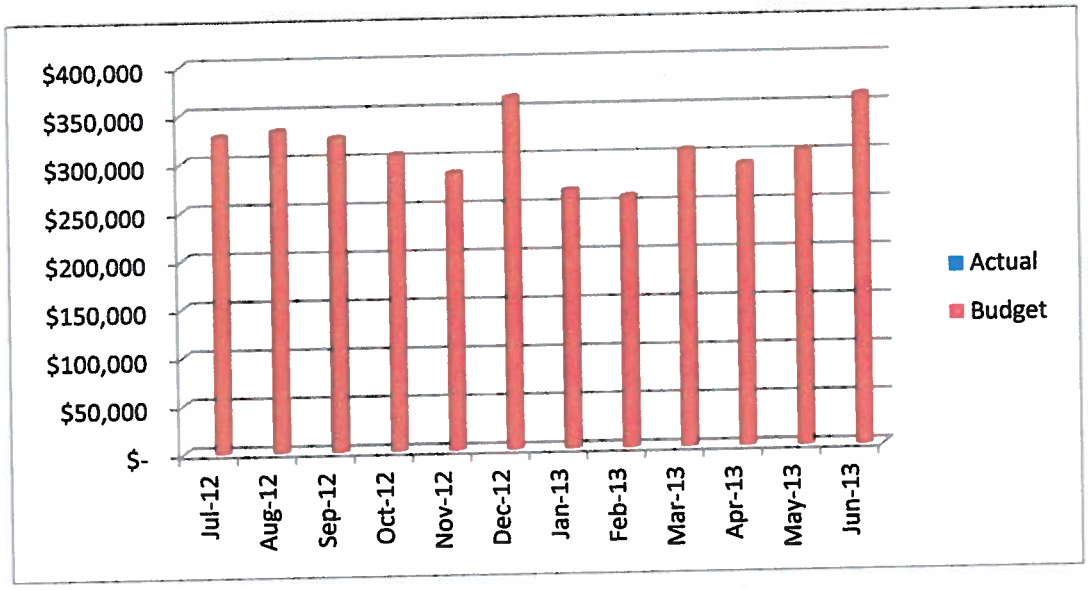
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-12		$ 53,708	0%
Aug-12		$ 54,636	0%
Sep-12		$ 53,824	0%
Oct-12		$ 52,490	0%
Nov-12		$ 45,878	0%
Dec-12		$ 54,810	0%
Jan-13		$ 41,238	0%
Feb-13		$ 37,874	0%
Mar-13		$ 43,674	0%
Apr-13		$ 42,340	0%
May-13		$ 43,732	0%
Jun-13		$ 55,796	0%
YTD Total	$ -	$ 580,000	0%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-12		$ 327,152	0%
Aug-12		$ 331,996	0%
Sep-12		$ 324,357	0%
Oct-12		$ 305,913	0%
Nov-12		$ 286,164	0%
Dec-12		$ 363,295	0%
Jan-13		$ 266,602	0%
Feb-13		$ 259,150	0%
Mar-13		$ 306,099	0%
Apr-13		$ 290,822	0%
May-13		$ 303,863	0%
Jun-13		$ 360,687	0%
YTD Total	$ -	$ 3,726,100	0%

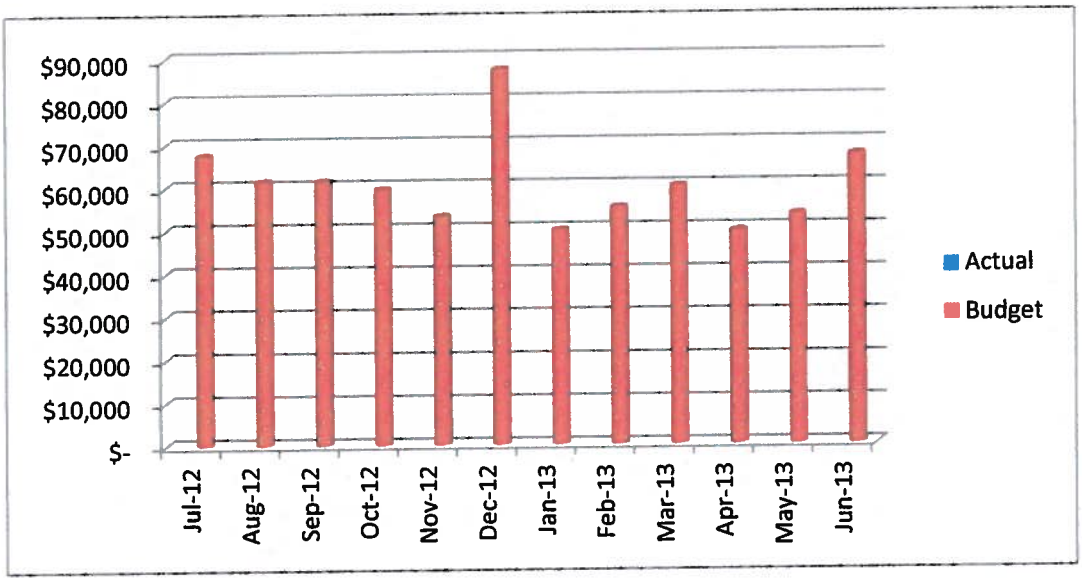
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

TAOS COUNTY

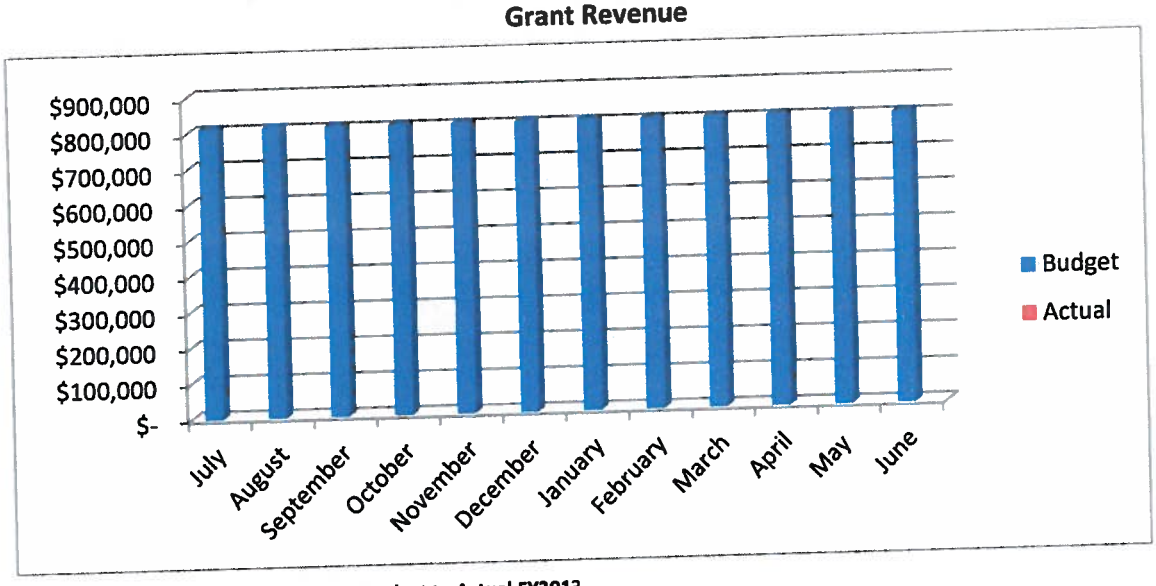


Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-12		$ 67,563	0%
Aug-12		$ 61,467	0%
Sep-12		$ 61,467	0%
Oct-12		$ 59,507	0%
Nov-12		$ 53,158	0%
Dec-12		$ 87,374	0%
Jan-13		$ 49,892	0%
Feb-13		$ 55,153	0%
Mar-13		$ 60,015	0%
Apr-13		$ 49,529	0%
May-13		$ 53,303	0%
Jun-13		$ 67,272	0%
YTD Total	$ -	$ 725,700	0%

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

Grant Revenue



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 813,723		0%
August	$ 813,723		0%
September	$ 813,723		0%
October	$ 813,723		0%
November	$ 813,723		0%
December	$ 813,723		0%
January	$ 813,723		0%
February	$ 813,723		0%
March	$ 813,723		0%
April	$ 813,723		0%
May	$ 813,723		0%
June	$ 813,723		0%
July 2012 YTD	**$ 9,764,680**	**$ -**	

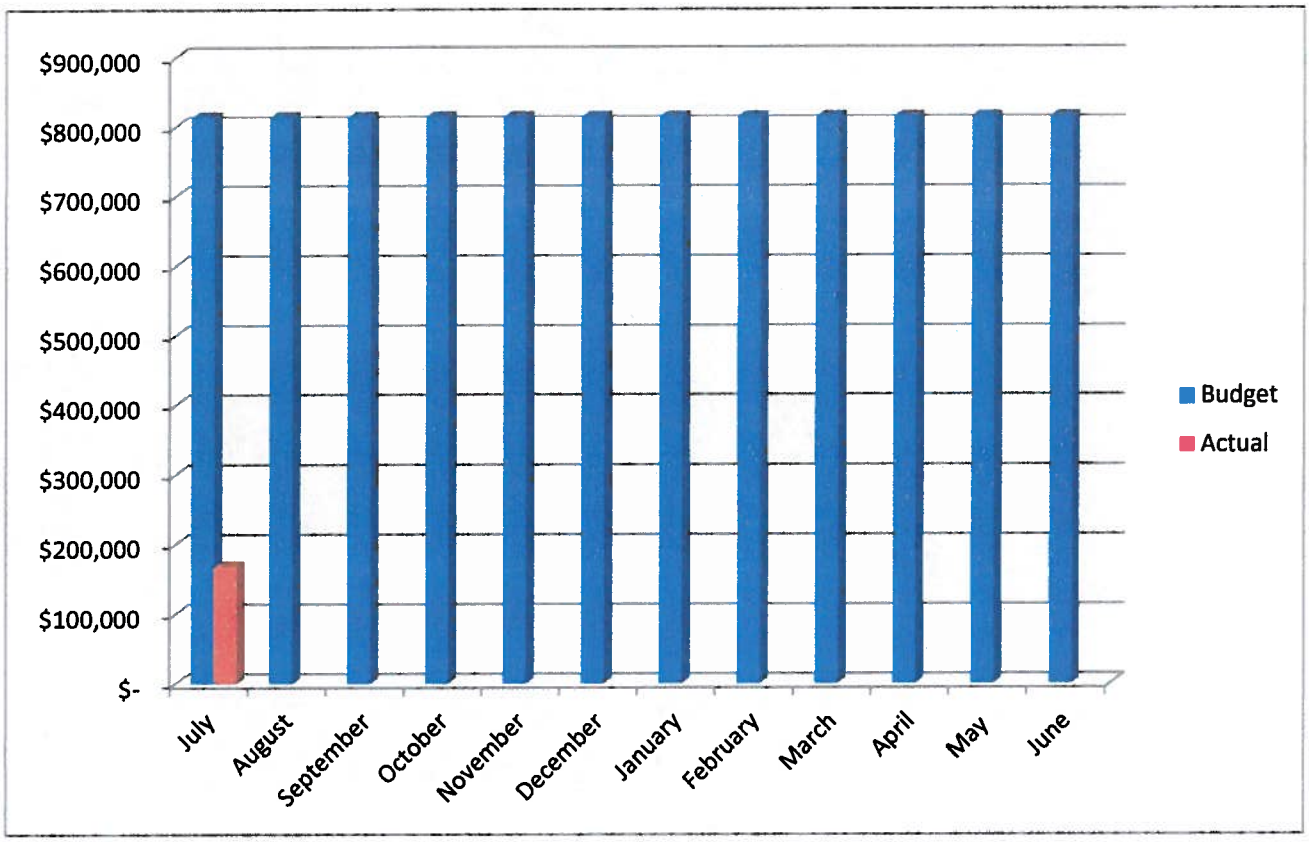
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 117,255	$ -	$ (117,255)
August	$ 277,214	$ -	$ (277,214)
September	$ 147,307	$ -	$ (147,307)
October	$ 106,559	$ -	$ (106,559)
November	$ -	$ -	$ -
December	$ 78,638	$ -	$ (78,638)
January	$ 166,375	$ -	$ (166,375)
February	$ 630,114	$ -	$ (630,114)
March	$ 160,966	$ -	$ (160,966)
April	$ 315,561	$ -	$ (315,561)
May	$ 153,703	$ -	$ (153,703)
June	$ 192,660	$ -	$ (192,660)
July 2012 YTD	**$ 2,346,352**		

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual
July	$ 813,723	$ 167,410	$ 646,313
August	$ 813,723		$ 813,723
September	$ 813,723		$ 813,723
October	$ 813,723		$ 813,723
November	$ 813,723		$ 813,723
December	$ 813,723		$ 813,723
January	$ 813,723		$ 813,723
February	$ 813,723		$ 813,723
March	$ 813,723		$ 813,723
April	$ 813,723		$ 813,723
May	$ 813,723		$ 813,723
June	$ 813,723		$ 813,723
July 2012 YTD	**$ 9,764,680**	**$ 167,410**	**$ 9,597,270**

2%

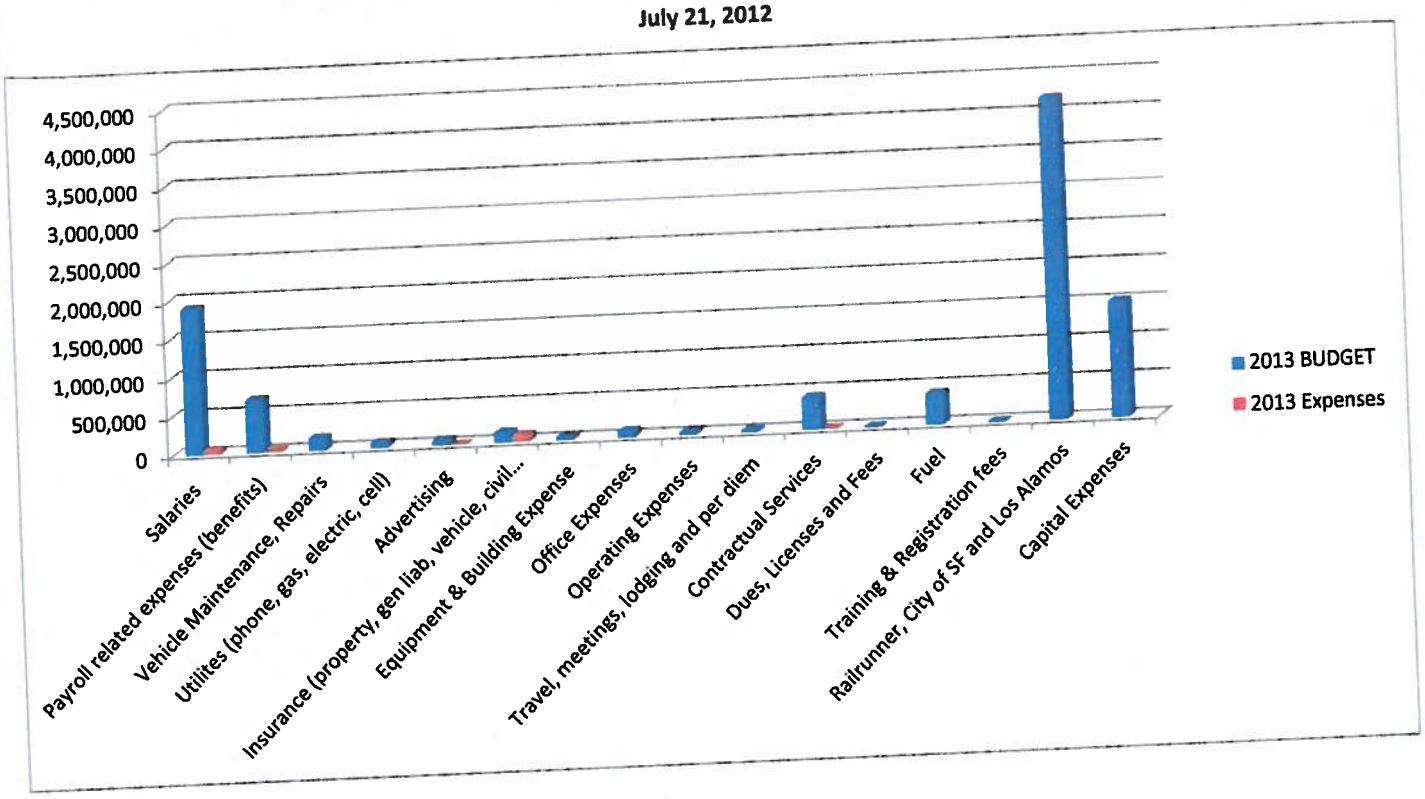
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

NCRTD Expenses by Type

July 21, 2012



Comparative Expenses by Type

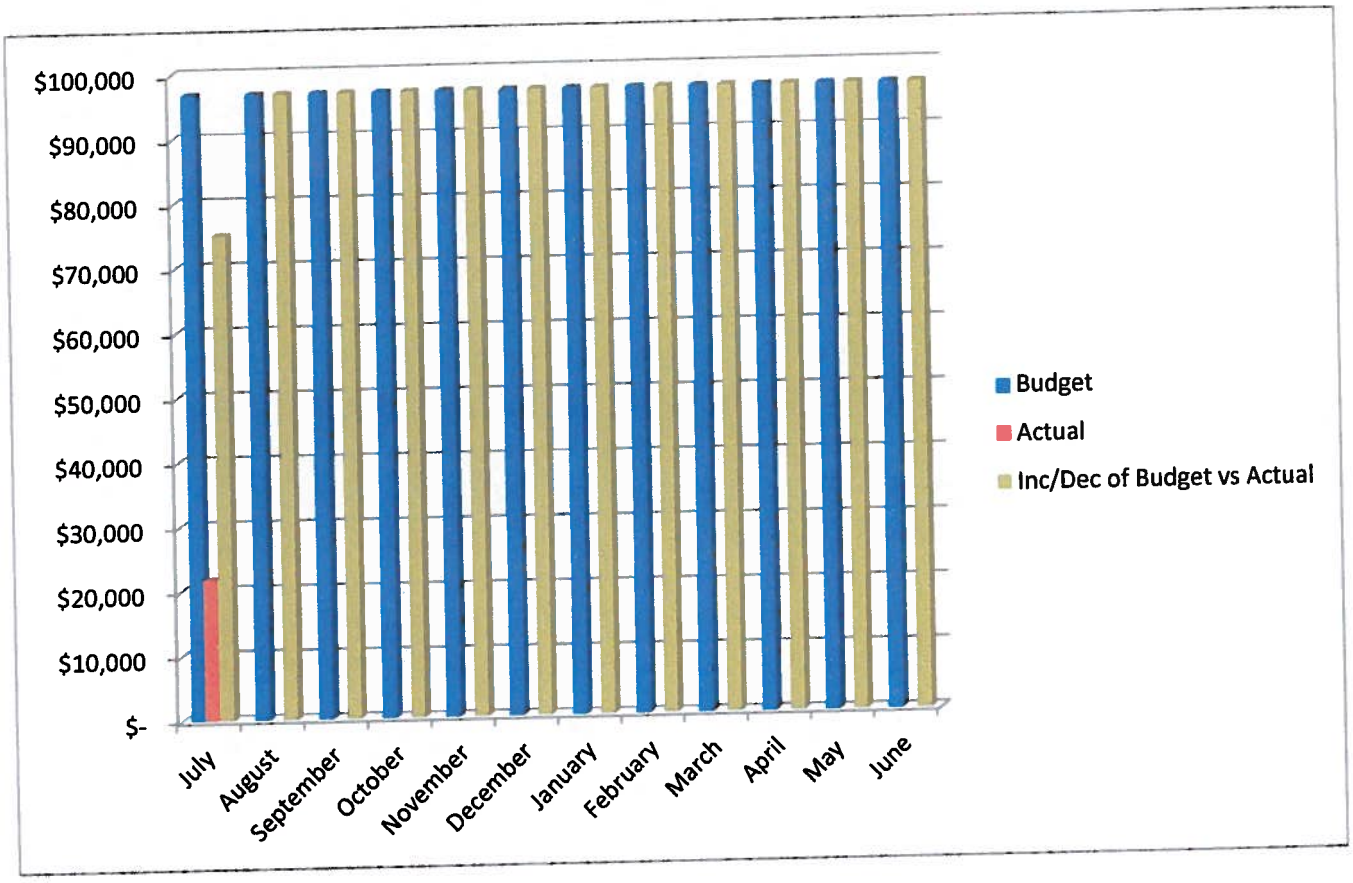
	2013 BUDGET $	2013 Expenses $	YTD Budget Variance -8%
Salaries	1,903,838	56,818	3.0%
Payroll related expenses (benefits)	696,278	21,828	3.1%
Vehicle Maintenance, Repairs	159,000		0.0%
Utilites (phone, gas, electric, cell)	65,332		0.0%
Advertising	61,350	185	0.3%
Insurance (property, gen liab, vehicle, civil rights)	130,000	85,829	66.0%
Equipment & Building Expense	38,900		0.0%
Office Expenses	81,765		0.0%
Operating Expenses	37,400		0.0%
Travel, meetings, lodging and per diem	23,811		0.0%
Contractual Services	421,300	2,750	0.7%
Dues, Licenses and Fees	6,600		0.0%
Fuel	408,600		0.0%
Training & Registration fees	9,900		0.0%
Railrunner, City of SF and Los Alamos	4,208,280		0.0%
Capital Expenses	1,512,326		0.0%
TOTAL	9,764,680	167,410	1.7%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Administration Expense Summary

Year to Date Budget Variance - 8%



Budget to Actual FY2013
($ thousands)

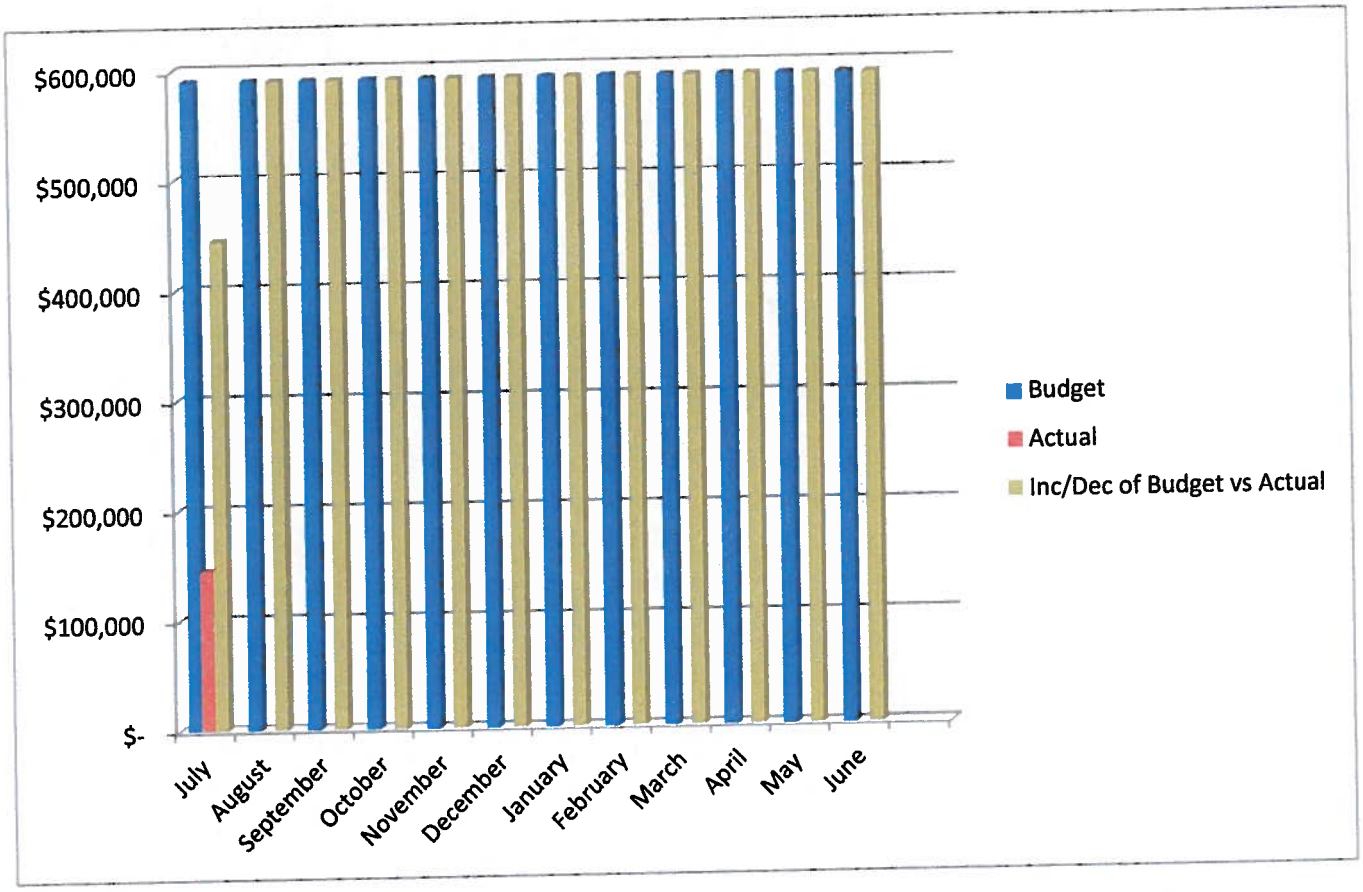
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 8%
July	$ 96,949	$ 21,886	$ 75,063	
August	$ 96,949		$ 96,949	
September	$ 96,949		$ 96,949	
October	$ 96,949		$ 96,949	
November	$ 96,949		$ 96,949	
December	$ 96,949		$ 96,949	
January	$ 96,949		$ 96,949	
February	$ 96,949		$ 96,949	
March	$ 96,949		$ 96,949	
April	$ 96,949		$ 96,949	
May	$ 96,949		$ 96,949	
June	$ 96,949		$ 96,949	
July 2012 YTD	**$ 1,163,388**	**$ 21,886**		**1.9%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Operating Expense Summary

Year to Date Budget Variance - 8%



Budget to Actual FY2013
($ thousands)

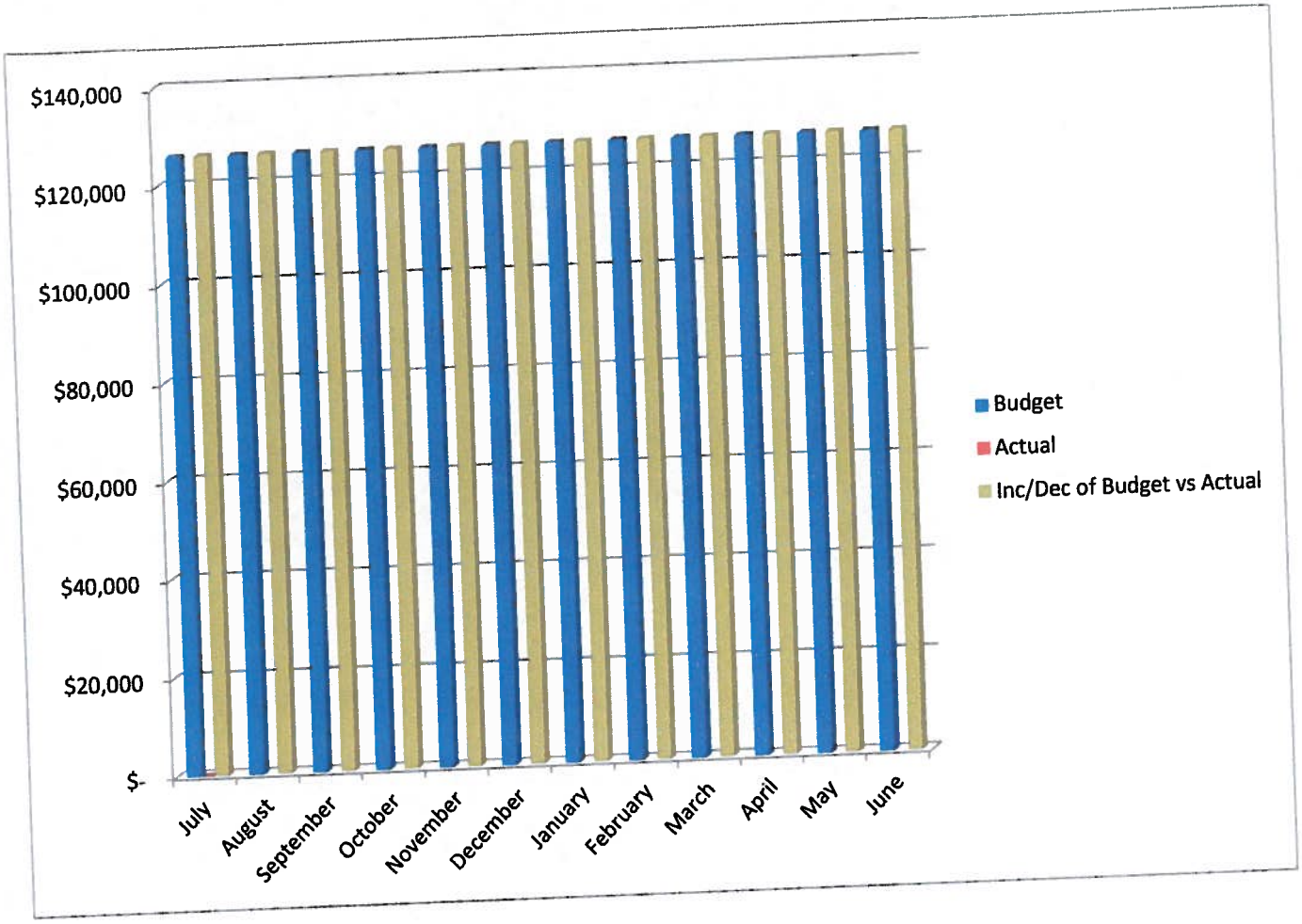
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 8%
July	$ 590,747	$ 145,524	$ 445,223	
August	$ 590,747		$ 590,747	
September	$ 590,747		$ 590,747	
October	$ 590,747		$ 590,747	
November	$ 590,747		$ 590,747	
December	$ 590,747		$ 590,747	
January	$ 590,747		$ 590,747	
February	$ 590,747		$ 590,747	
March	$ 590,747		$ 590,747	
April	$ 590,747		$ 590,747	
May	$ 590,747		$ 590,747	
June	$ 590,747		590,747.17	
July 2012 YTD	**$ 7,088,966**	**$ 145,524**		**2.1%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Capital Expense Summary

Year to Date Budget Variance - 8%



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance - 8%
July	$ 126,027	$ -	$ 126,027	
August	$ 126,027		$ 126,027	
September	$ 126,027		$ 126,027	
October	$ 126,027		$ 126,027	
November	$ 126,027		$ 126,027	
December	$ 126,027		$ 126,027	
January	$ 126,027		$ 126,027	
February	$ 126,027		$ 126,027	
March	$ 126,027		$ 126,027	
April	$ 126,027		$ 126,027	
May	$ 126,027		$ 126,027	
June	$ 126,027		$ 126,027	
July 2012 YTD	$ 1,512,326	$ -		0.0%

Tribal Sub-Committee Minutes
July 17, 2012 ~ 1:40 PM-3:00 PM
Buffalo Thunder Resort

Present: Mary Lou Valerio, Santa Clara Pueblo
Tim Vigil, Pueblo of Pojoaque
Edmund Gonzales, Santa Clara Pueblo
Anthony Mortillaro, NCRTD Staff
Linda Trujillo, NCRTD Staff

- Call to order by Mary Lou Valerio, Chairperson
- Roll call by Mary Lou Valerio
- No Introductions necessary since we all knew each other present
- Approval of Agenda
  - Two changes, one by Linda Trujillo to add item 5a ridership routes and one by Anthony Mortillaro to add item 5b Board Meeting attendance and move Chair comments to item 6, and next meeting to item 7.
- Nambe Pueblo membership to the NCRTD
  - Discussion was held regarding membership for Nambe Pueblo.
  - Mary Lou advised that she had contacted Dianne Martinez, Administrative Assistant to Governor Perez, and sent them an email with the agenda for this meeting.
  - Tim advised that repeated attempts have been made to reach out to Nambe regarding membership
  - Pojoaque Route has been extended to Nambe, one stop at NP101, at the request of the Nambe Tribe,
  - We should try to get Nambe officials to the table
    - Anthony Mortillaro has personally met with Governor from Nambe and Carol
    - They have both attended a board meeting
    - One stop in Pojoaque was dropped to accommodate one stop at Nambe Pueblo NP101
    - They have received brochure and information on routes
    - No response from Nambe Pueblo
    - Anthony Mortillaro will write Governor Perez a letter, regarding membership and the benefits of being a member and hopefully extending the routes to go into the Pueblo, will set up a meeting with Governor and Tribal Sub-Committee Chair
  - Suggestion was made to personally visit with Governor Perez
  - Suggestion was made to see if Nambe Pueblo will accommodate Tribal Sub-Committee for the September Meeting. Mary Lou will contact Nambe and get more information, and see if we can hold our meeting there.
  - Linda says only one stop is established, but will revisit annually. New Governor every year can create a challenge.
- FTA Grant Funding
  - Tribes were asked by NCRTD if they would like NCRTD to apply for FTA Grant on their behalf.
    - Santa Clara Pueblo allowed NCRTD to apply on their behalf
    - Ohkay Owengeh applied on their own
    - Tesuque no application
    - Pojoaque applied on their own

- San Idelfonso, no application

- Linda discussed 5311 Grants- from FTA
  - Tribal Transit Grant is a "knock-off" of funds from 5311
  - 5310 grants is available for capitol only which would be a grant for 80/20 purchase of a van for Seniors and disabled
  - Santa Clara Pueblo applied for 2 vans for the Senior Center
  - CHR are encouraged to apply on behalf of the seniors
  - RTD cannot be a recipient for Tribal Transit grant, but will sub-agree with Tribes.
- Linda will continue to check the Federal website for FTA to see who will be granted awards
- Linda assesses all routes annually and presents to the Board what adjustments will need to be made for the current service routes.
  - Adjustments will be presented to NCRTD Board in the August meeting
  - Very important for members to be there at the table to speak up and hold on to their routes.
    - There has been some decrease in ridership on some tribal routes
    - Example was: If money gets tighter, and someone comes in to an RTD Board meeting and asks for a route, then routes are re-assessed and wants to cut a certain route, and if no one is there to represent that route, it might get cut off. Because routes are established that doesn't mean that they will always be there.
- Linda presented an annual ridership comparison for the Pueblos,
- Board Meeting Attendance
  - Anthony mentioned that there was no quorum for July, 2012 meeting, so it has become somewhat of a problem, being that this is not the first time
  - Need to revisit the service plan
  - Update service plan soon, being that it is almost 5 years old, will expire soon
  - Need to incorporate new routes on the service plan

- Meeting Schedule
  - Being that we missed the June Tribal Sub-Committee Meeting for the quarter, July replaces June meeting
  - Place of next meeting to be determined, requesting Nambe Pueblo to Host
  - Next meeting as scheduled for September 19, 2012

EXECUTIVE REPORT
For July 2012

EXECUTIVE

- Met weekly with Board Chair Barrone on various issues.
- Continued revision and creation of various NCRTD policies.
- Concluded recruitment process for Executive Assistant and Finance Manager which resulted in the selection of two individuals for the positions.
- Continued with the Facilities Maintenance Specialist recruitment.
- Developing recruitment profile for Financial Specialist position.
- Created and put together materials for the Board's August meeting.
- Executive Director maintained continuous communication with board members, subcommittee members, and Chair.
- Participated in NMPTA Executive Board meeting.
- Attended Santa Fe MPO Technical Coordinating Committee meeting.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Met with Senator Martinez and Senator Griego regarding the RTD and future needs.
- Award bid for Window Coverings RFP.
- Finalized and sent response to FTA financial management overview findings.
- Attend Santa Fe County Board of Commissioners meeting regarding amending their budget to incorporate increased RT GRT revenue in FY12.
- Met with Representatives of Teamsters Union and established negotiation Ground Rules and discussed Interim Agreement.
- Met several times with State DOT Rail and Transit Division regarding upcoming FTA visit.
- Addressed a variety of employee human resources issues.
- Conducted Finance Manager Interviews.
- Conducted orientation of new LAC Alternate Board member.
- Discussed Veteran's Grant award with DOT staff.
- Addressed variety of issues related to construction of new building.
- Packed offices for move to new facility.

OPERATIONS

- Participated in interviews and selection of Executive Assistant;
- Participated in interviews and selection of Finance Manager;
- Continued planning for move to new transit facility, assigned room numbers, sought quotes for room # signs and nameplates, planned logistics for moving 3 locations;
- Met with NMDOT and FTA for pre-review of ADA program, maintenance records and driver training materials;
- Met with Executive Director and Teamsters Union for negotiations kick-off meeting;
- Reviewed, evaluated and recommended selection RFB - janitorial services responder, for new transit facility;
- Continued routes and driver schedules evaluation process for ways to maximize efficiencies for RTD.

MARKETING/PUBLIC INFORMATION OFFICE

- Designed and distributed Save the Date invite to the Jim West Transit Center Dedication.
- Wrote and designed invitation to Jim West Transit Center Dedication
- Worked with caterer to set menu and make plans for August 17th event.
- Worked with Bill Rittew of Rio Grande Sun for story regarding Rider suspension policy – appeared June 28.
- Placed Legal Notices in Rio Grande Sun and SF New Mexican regarding Maintenance Specialist RFB
- Placed Legal Notices in Rio Grande Sun, SF New Mexican, Taos News, LA Monitor regarding grant applications.
- Ongoing clean up and development of NCRTD website.
- Submitted contracts for ad buys with KTAOS radio for programs to run throughout the coming year: 14 – 30: second spots per week. Plus weekday 8 AM weather sponsor plug.
- Submitted contract for ad buys with Taos News: 2 column x 5" ad to run in section 1 every other week throughout the fiscal year.
- A ¾ page, full color ad ran in the Taos News on the back cover to Sports section, July 5.
- Committed to run a full page, four color ad to run on page 3 in the Taos News special, glossy pullout special booklet celebrating the New Mexico Centennial. Publication date: July 26.
- Issued press release regarding July 4 closure on July 2.
- Assisted in conducting interviews for executive assistant and finance manager.
- Attended July 6 board meeting
- Worked with Whitney Jones for July 8 story in LA Monitor regarding Transit Center update.
- RTD ad appeared in Rio Arriba County Fair program
- Ad appeared in Chama Valley Times
- Ad appeared in Green Fire Times
- Worked with publication designer to redesign ad to appear in August Green Fire Times
- Met with Victoria Duran of Santa Fe Trails regarding partnership and co-promotion opportunities.
- Prepared marketing documents and website to include Title VI language as per FTA.

SERVICE DEVELOPMENT

- Completed 2012 route evaluations/assessment.
- Legal ads and letters of support for FY2014 grants completed.
- Shelter parts and trash receptacles received.
- Attended Tribal Sub Committee meeting.
- Completed redesign and update of all schedules.
- Began search on free fare resolution for September 7, 20121 board meeting.
- Reviewed City of Santa Fe and Los Alamos year-end invoices for reimbursement.